

GATWAY COMMUNITY CHURCH WEDDING POLICY

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*“But as for me and my household,
We will serve the Lord.” Joshua 24:15*

INTRODUCTION

Marriage in the church is a life-long commitment made between a man and a woman, who are seeking the blessing of the Church and the assistance of God in keeping the covenant that is being made. It is a witness to all that you, as a couple, believe God is an integral part of the wedding covenant and intentions to rely on God to guide your lives.

Since marriage is one of the greatest commitments you will ever make, we at Gateway Community Church (GCC) want to do everything we can to make, not only your wedding, but especially your marriage to be God honoring and successful.

We commit to you our help in your preparation for marriage because we want you to experience the joy and fulfillment that a Christian marriage can bring. Likewise, we ask you to make a commitment to prepare for both your wedding and marriage in a way that we believe can help you be successful in both.

We are honored to serve you and understand the significance of this event in your life. We also recognize the great cost invested in the wedding; that is why we want you to understand exactly what services your fees will be supplying.

You should see that the appropriate individuals, who will be participating in your wedding such as the florist, photographers, guest pianist, etc., understand our church's policies where they may be affected. Our logistic coordinator, wedding facilitator, along with a wedding checklist, which is included near the end of this packet, will assist you as you plan your wedding here at GCC.

Included in this guide are the following:

1. Wedding Facilitator
2. Steps to Facility Use Scheduling
3. Cancellation Policy
4. Rules & Regulations
5. **Room Use Agreement** form
6. **Release & Indemnity Agreement** form
7. Fees for Facility Use (nonmember)
8. Wedding Checklist

WEDDING FACILITATOR

WHAT YOU CAN EXPECT

- The wedding facilitator will **oversee** your rehearsal and your wedding ceremony. This means that she will help **family members find their** correct seats, place **the wedding party** in their appropriate spots on the stage, help people know when to walk in and out, make sure the music is coordinated with the events of the wedding, and to ensure that your wedding ceremony flows according to your desired timeline, etc.
- The wedding facilitator will set-up a meeting with the bride prior to the wedding
- The wedding facilitator is only responsible in assisting you with your wedding ceremony.

On your initial meeting the wedding facilitator will answer any questions that might have about the wedding ceremony.



STEPS TO FACILITY USE SCHEDULING

1. Please contact the Church Office to confirm that the date and time for the requested room use is available. (Availability of the date and time does not reserve that date and time until the Business Administrator/ Logistics Coordinator approve the Room Use Agreement. Do not expect the Church Office to determine the applicable fee. The applicable fee will be determined by the Business Administrator/ Logistics Coordinator upon their approval of the Room Use Agreement as outlined below.)
2. Fill out a Room Use Agreement. One is included in this guide.
3. Return the completed Room Use Agreement to the Church Office at least 3 weeks in advance of the event. The Business Administrator/ Logistics Coordinator will then evaluate your request and you will be notified if it is approved or not approved.
4. If approval received, all fees are due at least 2 weeks prior to the event.

FEES FOR FACILITY USAGE

Because of additional expenses incurred by the church and its staff in hosting a wedding ceremony, it is necessary for GCC to charge for some of the services rendered. Please note the fee schedule below. Also, be sure to review the Impact Fee schedule following the basic fee table.

Seasonal demands require that no weddings or receptions be held during December, or on the major holiday weekends of Easter, Mother's Day, Father's Day, and Thanksgiving. In addition to calendar holidays, special church programs and services may make some dates and times unavailable for weddings.

Gateway Members*- Gateway is happy to share in a portion of the cost for your wedding ceremony at our facility. The church provides for a portion of the cost through our church budget. This reduces the total cost for a Gateway member to have a wedding (without a reception or removal of stage equipment) to \$550. The cost for your wedding is for the personnel that will be working to provide you a wonderful ceremony.

*A Gateway member is someone who has completed [Connecting Point](#) and signed Gateway's Membership Affirmation statement.

Our "Green Room" is available as the bride's room for dressing two hours before the ceremony (at no additional charge). The room includes a private restroom and full-length mirror. Nothing of value should be left in the Bride's Room. All items from the room must be removed immediately after the ceremony.

ROOM	Capacity	Member	Non-Member
Auditorium*	1,692	\$550	\$1250
Life Center	396	\$550	\$1100
Coffee Shop	198	\$350	\$750

* Not available after 4pm on Saturdays and no spaces are available on Sundays
This fee covers wedding facilitator, basic sound tech (90 minutes), basic lighting tech (90 minutes), set up and tear down (only church resource items), cleaning, and 4 hours of room use.

CANCELLATION POLICY

In the case of the cancellation of a scheduled facility usage, the responsible party should notify the church office via email as soon as possible. Refund of the Facility Usage Fee amount will depend on the following:

- **With two (2) weeks or more notice of cancellation - refund of the full fee.**
- **With less than (2) weeks, but more than one (1) week notice of cancellation - refund of 75% of the full fee.**
- **With less than one (1) week notice of cancellation - refund of 50% of the full fee.**
- **A cancellation caused severe weather as noted by the Severe Weather Center - refund of the full fee.**
- **A cancellation determined by Gateway Community Church - refund of the full fee.**

RULES AND REGULATIONS

BRIDE AND GROOM

It is normally assumed that a Pastor of Gateway Community Church will officiate at any wedding held in our facility. If this is not the case, only pastors or ministers that are approved by Gateway Community Church are allowed to perform the wedding ceremony in our facility. It is required that each presiding pastor or minister be licensed in the State of Texas. The State of Texas Marriage License is valid for 30 days from the date that it is issued. There is a mandatory 3 day waiting period.

Gateway Community Church feels a responsibility to prepare couples for marriage. Therefore, pre-marital counseling is required for the Bride and Groom desiring to have their ceremony at Gateway or with a Gateway Pastor. The couple needs to schedule a conference with the presiding pastor as soon as possible to plan the service and participate in required counseling. Pre-marital counseling at Gateway involves the use the Prepare/Enrich Assessment. There is a cost for this online assessment and accompanying materials. For more information, please visit gateway.cc/wedding-request.

STARTING AND ENDING TIMES

- Monday through Friday from 8:30 AM through 9:30 PM
- Weekends from 9:00 AM through 6:00 PM

The building must be completely cleared no later than 10:00 PM on weekdays or 6:30 PM on weekends to allow the building to be closed promptly. Expectations to these times must be approved in advance by the Business Administrator/ Logistics Coordinator and will be subject to a custodial surcharge.

The Auditorium is not available for rental after 4pm on Saturdays and no room is available on Sundays.

DECORATIONS

No tacks, pins, nails, glue, tape, or wire may be used to fasten any decorations to the furniture or building. Please check with and let the wedding facilitator and/or logistics coordinator know about your decoration plans.

BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use to prevent defacement, damage, or breakage. The persons signing the agreement for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Church Council & Business Administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

SECURITY

Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

REHEARSAL

One hour will be allotted for the wedding rehearsal. It is very important, and we strongly encourage that all members of the wedding party arrive on time and attend the rehearsal.

FLORIST AND DECORATOR REQUIREMENTS

Gateway Community Church does NOT provide set-up/ decoration of facilities. Please arrange with the logistics coordinator 14 days or more in advance to schedule a time for decorating.

The building will be opened two hours before the scheduled time of the wedding ceremony. Decorating may be done earlier by arrangement through the logistics coordinator depending on the availability of the building. Remember that the building usage agreement allows up to 4 hours of use on your wedding day. All decorating must be complete at least one hour prior to the start of the ceremony.

Standing candelabra may be placed on stage only if a protective plastic covering is used under them. Plastic material must be under all flower arrangements to protect carpets and furniture. No preservative harmful to carpets may be used in any arrangement or container. **Only drip-less or flame-less candles may be used.** No candles or lanterns of any type can be used at the ends of the rows. Candles may not be carried by wedding participants.

The church **does not** provide candelabras, candle holders, unity candles, decorations or furnishing.

Please have the florist or someone of your choosing begin take-down in the auditorium immediately after the wedding. **No equipment or decorations may be left overnight.** The buildings must be restored to original condition.

PHOTOGRAPHY & VIDEOGRAPHY

Pre-service photos are allowed and encouraged, provided all photography is completed thirty minutes prior to the start of the service. All photography must be completed no later than thirty minutes following the service.

STORAGE

There is no excess storage available at the church. The Bride & Groom will be responsible for the storing of their materials offsite.

CEREMONY MUSIC

A Christian wedding ceremony is the act of making a Holy Covenant, with promises vowed in the name of God and in the presence of the Church of Jesus Christ, accepting God's gift of love between the man and the woman. Christian marriage grows from this sacred covenant, which reflects Christ's covenant with His church.

All music to be used in the ceremony must be in keeping with Christian teachings and beliefs and should underscore the solemnity and dignity of the Christian wedding ceremony. Please remember that this is a worship service. If there is a question about the music, the final decision rests with either logistics coordinator and/or the officiating pastor of Gateway Community Church.

The selected songs for the ceremony must be delivered to the Church for the Arts Ministry Team 14 days prior to the wedding. There are no exceptions.

SOUND SYSTEM

The sound reinforcement system may be made available upon request. The system may only be operated by the GCC Arts Ministry technicians or by technicians pre-approved by GCC Arts Ministry. Group-provided sound, recording, or video equipment may not be attached to church systems (including the electrical system) through cables or connectors without prior approval.

A sound & lighting technician for the wedding ceremony will be provided and is required for use of any Gateway sound equipment.

The Ministry Arts Team here at GCC can provide you with recommendations for vocalists and musicians. However, it is your sole responsibility to make arrangements for these performers, via the Arts Team.

PARKING

Parking in the church parking lot or designated parking spaces is available only during the period of time that has been contracted to use the facility. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property. Parking is only available in designed "Striped" areas (not in grass) and no vehicles are allowed on any sidewalk for the purpose of loading/unloading.

SMOKING/VAPING POLICY

All members of all groups using our facilities shall abide at all times by a "no smoking/vaping" rule on church property. Violation of this rule is sufficient grounds for a church staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

ALCOHOL POLICY

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

WEDDING CEREMONY- MISCELLANEOUS

All wedding party attire should be modest and tasteful.

No rice, confetti, birdseed, or sparklers can be used at a GCC wedding. We suggest that bubbles be used. Please do not blow bubbles inside the church.

For liability reasons, the church's playground is not available.



ROOM USE AGREEMENT

PLEASE COMPLETE ENTIRE FORM

Bride's Name _____

E-mail _____ Phone _____

Groom's Name _____

E-mail _____ Phone _____

Date Requested _____ Start Time _____ End Time _____

(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Day of the week? (Circle one:)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday*

*Not Available

Room(s) Requested:

_____ Auditorium (Capacity-1,692)

_____ Life Center (Capacity- 396)

_____ Coffee Shop (Capacity- 198)

_____ Green Room ("Bride's Room" Capacity- 50) – *only available 2 hours prior ceremony*

Set-Up Requests:

_____ As is, No set-up Needed

_____ # of Chairs (300 available)

_____ # of Rectangular tables (20 available)

_____ # of Round tables (14 available)

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community church

Anticipated number of attendees: _____













Will food or drink be consumed? ____ Yes ____ No

I/we have read and understand the "GCC Wedding Policy" and the "Rules and Regulations". (please initial here) _____

Special Needs or Requests

Set Up Instructions

Select Room Setup (if using Coffee Shop or Life Center) _____

Room Set-ups											
											
Square Dining	Board Room	Square	U-Shaped	Angled Rows	Semi Circle	Circle	Circle Dining	Classroom A	Classroom B	Theater Offset	Theater
1	2	3	4	5	6	7	8	9	10	11	12



RELEASE AND INDEMNITY AGREEMENT

This **Release and Indemnity Agreement** is between _____ (“Organization”) and Gateway Community Church of Webster, Texas (“GCC”).

RECITALS

GCC is the owner of the real property and improvements located at 760 Clear Lake City Blvd Webster, TX (“Property”).

The Organization desires to use the Property described above for meetings and/or other activities.

AGREEMENT

NOW THEREFORE in consideration of GCC permitting the Organization to use the Property and improvements described above, the Organization agrees as follows:

1. The Organization hereby releases, discharges, and covenants not to sue GCC, or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization’s use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against GCC, or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization’s use of the Property, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Organization will provide GCC with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.

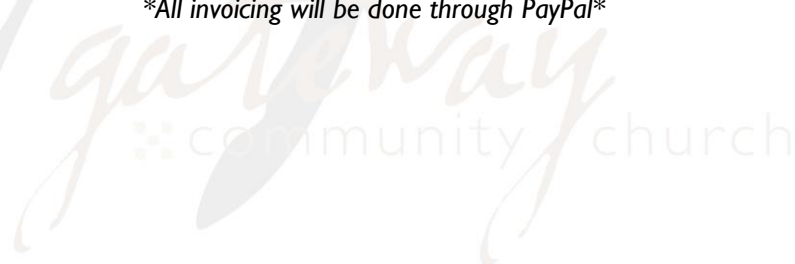
ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church Property will be used in accordance with the Rules and Regulations of the Church Council, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print Name: _____

All invoicing will be done through PayPal



FEES FOR FACILITY USAGE

(Non member)

This fee covers wedding facilitator, basic sound tech (90 minutes), basic lighting tech (90 minutes), set up and tear down (only church resource items), cleaning, and 4 hours of room use.

WEDDING LOCATIONS

	Capacity	Pricing
Auditorium*	1,692	\$1250
Life Center	396	\$1100
Coffee Shop	198	\$ 750

* Not available after 4pm on Saturdays and no spaces are available on Sundays

RECEPTION LOCATIONS

	Capacity	Pricing
Life Center	396	\$1100
Coffee Shop*	198	\$750

*No sound/ video capabilities available. Has a standard room setup and cannot be changed.

ADDITIONAL FEES

The bride and group should pay the minister directly for his/her services.



WEDDING CHECKLIST

"...And the two shall become one..." Matthew 9:15

To have the best possible wedding experience, the following items should be completed by the date listed:

As Soon As Possible

- ☐ Complete **Wedding Ceremony Request** online (gateway.cc/wedding request)
- ☐ Schedule wedding date and reserve facilities.
 - * Pick up Wedding Packet and read Gateway's wedding policies.
 - * Complete Room Use Agreement if using Gateway facilities.
- ☐ Contact Logistics Coordinator and set up first meeting.

6 Months in Advance

- ☐ Contact/confirm officiating pastor and schedule pre-marital counseling.
- ☐ Reserve vocalist / accompaniment, if needed.
(It is your sole responsibility to make arrangements for these team members, via the Arts Ministry Team.)
- ☐ Continue to discuss ceremony details with the logistics coordinator as needed.

1 Month in Advance

- ☐ Pay wedding fees, basic and additional services.
- ☐ Continue to discuss ceremony details with logistics coordinator as needed.
- ☐ Seek input for music choices/ lyrics with Arts Ministry Team if needed or desired.
- ☐ Wedding Coordinator will contact you to setup a meeting. This will be to discuss rehearsal and wedding ceremony.

14 Days before the Ceremony

- ☐ ALL approved music must be turned in to the Arts Ministry Team.
- ☐ Final payments of wedding fees are due.
- ☐ Obtain a State of Texas Marriage License.
(Valid for 30 days from the date that it is issued; however there is a mandatory 3 day waiting period.)

Day of Rehearsal- Please arrive 15 minutes early

- ☐ Bring all music / Digital files.
- ☐ Give Marriage License to pastor.
- ☐ Bring Unity Candle, holders, and Communion supplies (if needed).
- ☐ Be prepared to furnish information regarding who will light the candles, ushers, who will seat the mothers, and the order of your attendants if requested.