

Wedding Guide

This is a supplement to the Facilities Use Guide with information pertaining specifically to weddings. Please refer to the Facilities Use Guide for general rules and restrictions pertaining to all UUS facilities usage.

Our Commitment

The congregation of the Unitarian Universalist Society welcomes the use of our facilities by all individuals wishing to be married whose spiritual traditions, philosophies, and values are compatible with the mission and principles of Unitarian Universalism. We believe a wedding is a sacred ritual and must be entered into with a mindful heart. Our guidelines are intended to affirm our commitment to radical hospitality, ensure accountability, and enlist the cooperation and responsibility of all who wish to use our facilities. Please see our Facilities Use Guide for general information regarding the use of our congregation's home.

Process for Holding a Wedding at UUS

1. Contact the UUS Facilities Coordinator (facilities.coordinator@uusic.org) or UUS Administrator (admin@uusic.org) to reserve your desired date.
 - a. Voting members of the congregation may make a reservation for their ceremony up to 18 months prior to the desired date.
 - b. Non-members of the society may not reserve the facilities more than 12 months prior to the desired date.
2. Choose your wedding package. See below for details on each package.
3. Review this guide and the Facilities Use Guide before signing a Facilities Use Agreement. Payment of the damage/security deposit is required to confirm and hold your reservation.
4. Choose your officiant.
 - a. The UUS minister is available to officiate wedding ceremonies for a fee determined on an individual basis. UUS also has a list of alternative Unitarian Universalist ministers if the UUS minister is unavailable on your desired date.
 - b. Officiants of other religious groups or non-denominational ordination may be used so long as their principles and values are found to be in line with our mission and vision. You can find the mission, vision, and principles of UUS and Unitarian Universalism on our website: www.uusic.org/about-us.) To ensure compatibility, all outside officiants requesting to perform a wedding, memorial, or other cycle of life service at the UUS must complete an Outside Officiant Approval Form.
 - c. The UUS choir and musicians are available for hire. This can be discussed with the Facilities Coordinator.
5. Pay the total usage fee at least 6 months prior to the wedding date. Failure to pay the total usage fee may result in cancellation of the agreement.
 - a. Kitchen use, audiovisual, and other instructions will be provided the week of the wedding unless otherwise agreed. The responsible party may request additional

meetings or tours for a fee of \$20 per visit. Drop-in, unsupervised visits to the facilities may be attempted during open office hours (check online for current hours) but the responsible party must check in with a staff person to ensure they will not interrupt any scheduled events in the space.

- b. Keys/keycards, if received, must be returned to the Facilities Coordinator or UUS Administrator no later than a week after the wedding.

General Wedding Guidelines

- **Cancellation Policy:** Weddings may be canceled without penalty 6 months prior to the wedding date.
 - Cancellations made within 6 months of the wedding date may lose their damage/security/ deposit.
 - Cancellations made within a month of the wedding date may lose the total usage fee and the damage/security deposit.
- **Rules and Guidelines:** All applicable rules and guidelines specified in the Facilities Use Guide must be followed. In particular:
 - Supervision of Children: If children will be present at a wedding, it must be noted on the Usage Agreement in advance. Children must be supervised at all times.
 - If any space, including the Religious Education wing, the atrium, or the grounds is used as a childcare space in addition to the main usage area, at least two supervisors over the age of 16 must be present at all times. (More supervisors may be required if more than 10 children are expected.)
 - UUS has a special collection of toys and games set aside for outside use and can be requested from the Facilities Coordinator. Use of any UUS toys, games, or supplies outside of the special collection is prohibited.
 - If, at the end of the use, it is apparent that children were left unsupervised (or under-supervised), accessed prohibited areas, used toys or supplies without permission, or left an excessive mess, the entirety of the damage/security deposit may be withheld and additional damages may be billed to the responsible party.
 - Alcohol: If alcoholic beverages are served, an Alcohol Policy Agreement must be signed.
- **Basic Set-Up and Cleaning Package:** This package is required for the Full and Reception-Only wedding package. (See Set-Up and Cleaning Package handout.) For our other wedding packages (Service Only and Simple Ceremony Only), all set-up and clean-up, including table and chair arrangement, must be completed by the responsible party within the hours specified by the agreement, unless otherwise arranged.
 - Decorations and flowers may be placed in the Sanctuary and Fellowship Hall, although none may be attached to the walls or glass. Deposits will be forfeited in the event of damage.
 - To prevent damage from candles, protection must be placed underneath candles while lit.

- All materials brought in by the wedding party must be removed by the end of the rental period—including flowers, decorations, items rented from others by the wedding party, food, beverages, and kitchen/serving supplies. All rooms in the UUS facility are used fully by the congregation on Sunday morning, and the spaces must be returned to the standard Sunday arrangement.
- We encourage the use of bird feed or bubbles to celebrate your wedding. The throwing of rice and the release of balloons are prohibited for environmental reasons.

Wedding Packages

Full Wedding Package (\$1,800)

Required: Basic Set-Up and Cleaning Package (\$250)

Rehearsal Day:

- Two hours in the Sanctuary or grounds on the day prior to the ceremony for a rehearsal. An additional two hours, typically after 5 PM, for set-up in the Sanctuary and Fellowship Hall, is allowed. Note: others may be in the building and passing through the Sanctuary, Fellowship Hall, or kitchen that evening or on the wedding day prior to the start of the wedding.
- Use of the Fellowship Hall and kitchen for two hours for a rehearsal dinner may be added for an additional fee.
- The standard arrangement of chairs in the Sanctuary has 2 aisles. The chairs may be moved to provide one center aisle, and assistance from UUS staff may be available if arranged in advance. The wedding party should be prepared to assist in moving the chairs, if needed, at the start of the rehearsal time.
- Furniture at the front of the Sanctuary may be moved, and assistance from UUS staff may be available if arranged in advance. The wedding party should be prepared to assist in moving the furniture if needed at the start of the rehearsal time.

Wedding Day:

- Full use of the Sanctuary or grounds, Fellowship Hall, and kitchen for up to 12 hours (typically 11 AM to 11 PM).
- The conference room and a classroom (typically Hickory/Oak rooms) may be used as dressing/waiting rooms.
- If the ceremony or reception is planned on the grounds, the use of the Sanctuary and Fellowship Hall as a backup location for bad weather is included in the usage fee.
- A space in the Religious Education wing may be added as a childcare space for an additional fee. UUS rules and guidelines for use of the space and supervision of children must be followed.
- The facilities and grounds must be cleaned and vacated the end of the rental period—by midnight on Fridays or 11 PM on Saturdays. UUS staff will return the Fellowship Hall

tables and chairs, the aisles in the Sanctuary, and furniture in the front of the Sanctuary, to their original positions (this is included in the Set-Up and Cleaning Package).

- The whole building may be blocked from other uses beginning 1 hour prior to the start of ceremony. Before that time, rooms not specifically reserved for the wedding may be used by other groups.

Reception-Only Wedding Package in Fellowship Hall (\$1,200)

Required: Basic Set-Up and Cleaning Package (\$250)

- Two hours set-up time in the Fellowship Hall and kitchen the evening before the reception. Additionally, set-up time earlier during the day of the reception may be arranged. Note: others may be in the building and passing through the Fellowship Hall and kitchen the evening before or on the wedding day up to 1 hour prior to the start of the reception.
- Use of the Fellowship Hall and kitchen for up to 6 hours for the reception.
- The facilities and grounds must be cleaned and vacated by the end of the rental period—by midnight on Fridays or 11 PM on Saturdays. UUS staff will return the Fellowship Hall tables and chairs, the aisles in the Sanctuary, and furniture in the front of the Sanctuary, to their original positions (this is included in the Set-Up and Cleaning Package).
- Other groups will be allowed to use spaces other than the Fellowship Hall up until 1 hour before the start of the reception, at which time the use of the Sanctuary will be blocked, and the use of smaller meeting rooms elsewhere in the building will be minimized.

Service-Only Wedding Package in the Sanctuary (\$800)

Rehearsal Day:

- Two hours in the Sanctuary or grounds on the day prior to the ceremony for a rehearsal. An additional two hours, typically after 5 PM, for set-up in the Sanctuary is allowed. Note: others may be in the building and passing through the Sanctuary, Fellowship Hall and Kitchen that evening or on the wedding day up to 1 hour prior to the start of the wedding.
- Use of the Fellowship Hall and kitchen for two hours for a rehearsal dinner may be added for an additional fee.
- The standard arrangement of chairs in the Sanctuary has 2 aisles. The chairs may be moved to provide one center aisle, and assistance from UUS staff may be available if arranged in advance—the wedding party should be prepared to assist in moving the chairs if needed at the start of the rehearsal time.
- Furniture at the front of the Sanctuary may be moved—assistance from UUS staff may be available if arranged in advance. The wedding party should be prepared to assist in moving the furniture if needed at the start of the rehearsal time.

Wedding Day:

- Use of the Sanctuary or grounds for up to 5 hours.
- The conference room and the Hickory/Oak rooms may be used as dressing/waiting rooms.

- The facilities and grounds must be cleaned and vacated by the end of the rental period. If arranged in advance, UUS staff may be able to assume responsibility for returning the aisles in the Sanctuary and furniture in the front of the Sanctuary to their original positions.
- If the ceremony is planned on the grounds, the use of the Sanctuary as a backup ceremony location for bad weather is included in the usage fee. Use of the Fellowship Hall to supplement is allowed for an additional fee of \$100, and will be paid for from the damage/security deposit or billed to the wedding party if the amount exceeds the deposit.
- A space in the Religious Education wing may be added as a childcare space for an additional fee. UUS rules and guidelines for use of the area and supervision of children (listed below) must be followed.
- The entire building will be blocked from other uses beginning 1 hour prior to the start of the ceremony. Before that time, rooms not specifically reserved for the wedding maybe used by other groups.

Simple Ceremony-Only Wedding Package in the Sanctuary (\$320)

- Use of the Sanctuary, with minimal decoration and minimal movement of furniture, for up to 3 hours.