

**Acknowledgement of Acceptance of Church Rules and Guidelines**  
**Wedding Reservation Form**

I/we \_\_\_\_\_ do hereby acknowledge that we have read and accept the rules and guidelines for use of the Maxwell Methodist Church and agree to all the terms outlined below.

- I. Those wishing to use the church building should make their reservations through the pastor at 515-460-8885 or email [office@maxwellmc.org](mailto:office@maxwellmc.org). A lead time of 60 days is requested.
- II. Church functions always have priority over other meetings. If necessary, other meetings will be cancelled for funerals, weddings, etc.
- III. **Rental Fees – Basement Fellowship Room with Kitchen or Wesley Café**
  - A. **Church Members:** There is no charge to members for any function other than weddings that meets with approval.
  - B. **Non-members:** See attached “Fees for Weddings.”
- IV. **Rental Fee – Sanctuary**

See attached “Fees for Weddings.”
- V. **General Rules for Use of the Church Building**
  - A. The building must be left exactly as found, properly cleaned with the garbage removed.
  - B. Any damage to the building or equipment must be paid for by the renter.
  - C. Rice throwing at a wedding is not allowed inside the building.
  - D. Smoking is not allowed in any part of the church building.
  - E. If you handle the candleholders or cross at the altar, be sure to use a cloth or gloves to avoid tarnishing the brass.
  - F. No equipment or furniture may be borrowed from the church for other than church related activities with one exception: old tables and chairs may be borrowed for non-church use with approval of either the pastor or the Administrative Council Chairperson. Applications for other exceptions must be approved by the pastor or chairperson of the Administrative Council.
  - G. All rental fees should be paid to the church treasurer or the pastor and made payable to: Maxwell Methodist Church, PO Box 307, Maxwell, IA 50161.
  - H. A Certificate of Insurance from the renters’ homeowners’ carrier will be required when renting the church with a minimum liability limit of \$300,000. This is a requirement by our insurance carrier. This requirement waived for members.

## Wedding Reservation Requirements

Please complete this section for weddings.

**Non-Member Wedding Requirement:** Before a reservation shall be offered and granted to a non-member for a wedding, the couple must complete pre-marriage counseling with the pastor. If this requirement is met, the couple may complete a reservation form to hold the date for the rehearsal and wedding. Fees below are applicable.

**Members Wedding Requirement:** Contact the pastor for his availability and make arrangements for pre-marital counseling. The pastor will provide a reservation form for completion at the time of your consultation.

### Fees for Weddings

	Members	Non-Members
Pastor	\$125.00	\$200.00
Use of Sanctuary	Free-Will Offering	\$150.00
Use of Basement Fellowship Hall	\$50.00	\$50.00
Custodian (sanctuary)	\$50.00	\$50.00
Custodian (Fellowship Hall)	\$25.00	\$50.00
Organist	\$125.00	\$200.00
Sound / Multi Media	\$50.00	\$100.00
Candles / Candlelabras	\$20.00	\$20.00
<b>Fees payable on or before the date of your rehearsal</b>		

#### Bride's Name

#### Groom's Name

Requested by: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

\_\_\_\_\_

Mobile number: \_\_\_\_\_

\_\_\_\_\_

Emergency contact name & phone number: \_\_\_\_\_

Requested date(s) including rehearsal date \_\_\_\_\_

Approximate rehearsal time: \_\_\_\_\_

Wedding Time \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.