



ST. JOHN Wedding Information Sheet

Revised January 2023

UNITED CHURCH OF CHRIST,
MAEYSTOWN, ILLINOIS

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The Church is where we gather to worship and celebrate God, His blessings to us, and His love for us. Therefore, any ceremony within the Church is intended to be a sacred and solemn celebration. Those wishing to be married at St. John UCC are required to meet with the Pastor for at least two premarital counseling sessions. These sessions make it possible for the Pastor and the couple to plan the service and all the details for the event plus discuss what marriage is.

Please complete the following information. Read the Building Usage Guidelines on the back of this form carefully.
One copy will be given to you for your records. Call or email the Secretary with questions.

Bride's Name: _____ **Groom's Name:** _____

Address: _____

Best Number to Reach Couple: _____ **Email:** _____

Date(s) Requested _____ **Expected attendance:** _____

Ceremony: _____ **Begin Time:** _____ **Hall Time:** _____

Rehearsal: _____ **Begin time:** _____ **End Time:** _____

Building / Item to be Used	Members Deposit Fee*	Members Rental Fee	Non-Members Deposit Fee*	Non-Members Rental Fee	Total
Use of Church	-	-	\$75.00	\$500.00	
Fellowship Hall Lower Level (kitchen & dining hall)	-	-	\$75.00	-	
Fellowship Hall (Upper Level)	-	-	\$75.00	-	
Offsite Table Rental / per table Return within 30 hours		\$5.00		\$10.00	
Offsite Chair Rental / per chair Return within 30 hours		\$1.00		\$2.00	
Please Make Checks Payable to St. John UCC					
Pastoral Fee		Donation		\$300.00	
Custodial Fee		\$100.00		\$200.00	
-If kitchen is used, add'l custodial fee		\$50.00		\$100.00	
Organist Fee		\$100.00		\$200.00	
Personnel Fees are paid directly to the person concerned.					

There are 2 Candelabra Stands available for use upon request.

*Upon inspection, if the facility is cleaned to expectation the \$75.00-deposit check will be destroyed or returned.

I have read and understand the Building Usage Guidelines (on reverse side) and will be responsible for my groups conduct and care of the building.

Signature _____ **Date** _____

Check Received _____ Check Number _____ Amount _____ Deposit Returned _____

St. John United Church of Christ

Building Usage Guidelines

Prior to/During Activity

1. Leave the room(s)/building(s) as good as it was or better. Please use the facilities with the highest respect.
2. Do not allow members of your group to wander, run, or play throughout the building(s) unsupervised.
3. Be alert to mud being tracked into the building(s) and also, games and activities that could cause damage to the floors or walls. No roller skates or roller blades.
4. Equipment, file cabinets, furnishings, and supplies belonging to the Church School are not available to groups using the hall, unless consent is given by the Pastor or Church School Superintendent.
5. All dishes and utensils are the property of the Church – they are not to be removed without the permission of the Women’s Fellowship.
6. All tables and chairs are the property of the Church and are not to be removed without the permission of the Church Council President or the Women’s Fellowship President.
7. No smoking in any part of the building(s).
8. No alcoholic beverages are to be used on the premises.
9. No pets allowed in the building(s), except service animals.
10. Facilities are not available when there are Church activities.

Post Activity

1. Clean-up equipment is located in the closet under the stairs.
2. Make sure the floors, tables and chairs are clean.
3. Put furnishings back in the order it was found.
4. Check to see that the stove and oven are turned off.
5. Check the bathrooms: lights, toilets, basins and general condition before leaving the building.
6. Bag trash and garbage and place in dumpster in parking lot outside.
7. Turn A/C up to 80 in the summer and the Heat down to 65 in the winter.
8. Turn off all lights.
9. Lock all of the doors when the last person leaves.