

## DECORUM

ALL INVOLVED PARTIES MUST OBSERVE BEHAVIOR APPROPRIATE TO A HOUSE OF WORSHIP. ALL PARTICIPANTS SHOULD DRESS IN HARMONY WITH PRINCIPLES OF TASTE, MODESTY, AND APPROPRIATENESS. CHILDREN ARE TO BE SUPERVISED AT ALL TIMES.

## SEATING CAPACITY

SANCTUARY - 850 (24 ROWS, SECTIONS)  
BALCONY - 150  
CHAPEL - 100

## MUSIC / INSTRUMENTS

ALL MUSICAL SELECTIONS MUST BE SACRED OR CLASSICAL IN CONTENT AND EMPHASIZE GLORIFICATION OF GOD. CHOICES MUST BE APPROVED BY THE MUSIC DIRECTOR. NO MUSICAL INSTRUMENTS ARE TO BE MOVED WITHOUT PERMISSION FROM THE MUSIC DIRECTOR. NOTHING IS TO BE PLACED ON THE PIANOS OR ORGAN OTHER THAN SHEET MUSIC. DANCING IS NOT PERMITTED.

## PREPARATION

### SABBATH HOURS

NO PREPARATIONS ARE TO BE MADE ON THE SABBATH (1-HR BEFORE SUNSET FRIDAY TO 1-HR AFTER SUNSET SABBATH).

### PLATFORM

THE DEACON SUPERVISES CLEARING OF THE SANCTUARY PLATFORM FOR YOUR EVENT. (SEE MUSIC)

### CANDLES

ONLY DRIPLESS CANDLES ARE PERMITTED.

### FLOWERS / PLANTS

THOSE PROVIDING FLOWERS AND PLANTS MUST EXERCISE SPECIAL PROTECTIVE CARE. CARPETS, WOODWORK, AND FURNISHINGS ARE TO BE PROTECTED FROM WATER AND OTHER POSSIBLE DAMAGE. MATS OR DISHES MUST BE USED UNDER ALL FLOWERS AND PLANTS ON THE WOODEN PLATFORM AREAS.

### FOODS

SERVING OR EATING FLESH FOODS OF ANY KIND, DRINKING CAFFEINATED OR ALCOHOLIC BEVERAGES, OR SMOKING ARE NOT PERMITTED IN ANY OF OUR BUILDINGS OR ON THE PREMISES.

### TACKS / NAILS / TAPE

NO TACKS, NAILS OR OTHER OBJECTS ARE TO BE USED THAT MAR THE WOODWORK OR FINISH. TAPE IS NOT TO BE USED ON ANY PAINTED OR WOODEN SURFACES. USE TAPE SPARINGLY AND REMOVE IT IMMEDIATELY FOLLOWING YOUR EVENT.

## CLEAN-UP

ALL EQUIPMENT AND/OR DECORATIONS BROUGHT IN FOR THE EVENT MUST BE REMOVED IMMEDIATELY FROM THE FACILITIES AFTER YOUR EVENT. TABLES AND CHAIRS ARE TO BE PUT BACK IN THEIR ORIGINAL PLACES. ALL EXIT DOORS ARE TO BE CHECKED AND LOCKED. INTERNAL DOORS TO THE SANCTUARY AND LOWER LEVEL HALLWAYS ARE TO BE CLOSED FOR FIRE SAFETY. (SUBMIT COMPLETED CHECKOUT FORM)

## DAMAGE

THE INDIVIDUAL OR GROUP USING THE CHURCH FACILITIES IS RESPONSIBLE FOR ANY DAMAGE THAT OCCURS.

## SECURITY DEPOSIT / FEES

AN EVENT DATE IS CONSIDERED CONFIRMED UPON RECEIPT OF A FULLY COMPLETED APPLICATION, THE APPROPRIATE SECURITY DEPOSIT, AND THE WRITTEN APPROVAL OF THE CHURCH OFFICE ADMINISTRATOR. ALL FEES MUST BE SUBMITTED IN ADVANCE OF THE EVENT DATE. THE SUBJECT-TO-REFUND SECURITY DEPOSIT WILL BE HELD UNTIL AFTER THE EVENT WHEN REFUND, IF ANY, WILL BE DETERMINED AFTER WALK-THROUGH, ASSESSING CLEANING COSTS AND/OR DAMAGES. ANY UNUSED PORTION WILL BE REFUNDED ALONG WITH AN EXPENSE SUMMARY.

## LIABILITY

THE HINSDALE SEVENTH-DAY ADVENTIST CHURCH ACCEPTS NO RESPONSIBILITY FOR PERSONAL OR OTHER ITEMS LOST OR DAMAGED DURING USE OF THE FACILITIES.

## WEDDINGS: ADDITIONAL POLICY

### ♥ CHURCH MEMBERSHIP

THE COUPLE TO BE MARRIED MUST EITHER BE BOTH MEMBERS OF A SEVENTH-DAY ADVENTIST CHURCH OR BOTH NONMEMBERS. EACH APPLICANT MUST BE APPROVED BY THE HINSDALE PASTORAL STAFF.

### ♥ OFFICIATING MINISTER

ANY ORDAINED SEVENTH-DAY ADVENTIST PASTOR MAY PERFORM THE CEREMONY. HOWEVER, HE IS NOT PERMITTED TO OFFICIATE AT A MARRIAGE WHEN ONLY ONE IS A SEVENTH-DAY ADVENTIST.

A MINISTER OF ANOTHER DENOMINATION MAY PERFORM THE WEDDING IN OUR CHURCH PROVIDED THEY ARE APPROVED BY THE CHURCH BOARD PRIOR TO CONFIRMATION OF THE WEDDING DATE. THAT MINISTER SHALL PERFORM THE WEDDING ACCORDING TO THE PRACTICES OF THE SEVENTH-DAY ADVENTIST CHURCH AND WILL WORK IN COOPERATION WITH OUR PASTORAL STAFF AND CHURCH OFFICE.

### ♥ LICENSE

A MARRIAGE LICENSE MUST BE OBTAINED FROM THE DUPAGE COUNTY CLERK, 421 N. COUNTY FARM RD, WHEATON; PHONE 630 682 7035. THE LICENSE MUST BE PRESENTED AT THE TIME OF REHEARSAL.

### ♥ PREMARITAL COUNSELING

THE COUPLE IS REQUIRED TO HAVE PREMARITAL COUNSELING. IF THE OFFICIATING MINISTER IS NOT PART OF THE HINSDALE PASTORAL STAFF, THEN A LETTER MUST BE PROVIDED NO LATER THAN 14 DAYS PRIOR TO THE WEDDING DATE STATING THAT COUNSELING IS COMPLETED.

### ♥ CONFIRMATION

A WEDDING DATE IS CONSIDERED CONFIRMED UPON APPROVAL BY THE OFFICE ADMINISTRATOR, RECEIPT OF A FULLY COMPLETED APPLICATION, AND DEPOSIT. ALL FEES MUST BE SUBMITTED 6 WEEKS IN ADVANCE OF WEDDING DATE. A FEE WILL BE CHARGED IF CANCELLATION IS REQUESTED.

### ♥ BRIDE & GROOM

ARRANGE AN APPOINTMENT WITH THE WEDDING DIRECTOR FOR A "WALK-THROUGH" OF THE CHURCH AND GO OVER THE GUIDELINES.

THE BRIDE IS ENCOURAGED TO USE THE SERVICES OF AN EXPERIENCED WEDDING COORDINATOR.

ASSIGN INDIVIDUALS TO SUPERVISE THE FOLLOWING AREAS: DECORATIONS, RECEPTION, CHURCH RETURNED TO THE ORIGINAL CONDITION, RENTAL EQUIPMENT RETURNED.

BRIDE AND GROOM ARE RESPONSIBLE FOR ANY DAMAGE TO THE CHURCH FACILITIES.

### ♥ DRESSING ROOMS

BRIDE: MOTHERS ROOM, SOUTH SIDE, BACK FOYER. THIS ROOM HAS A FULL-LENGTH MIRROR AND RESTROOM.

GROOM: PRIMARY ROOM, DOWNSTAIRS. (USE OF THESE ROOMS, FURNISHINGS, AND DECORATIONS ARE TO BE LEFT AS FOUND.)

### ♥ MUSIC

MUSIC SELECTIONS MUST BE SUBMITTED FOR APPROVAL 6 WEEKS PRIOR TO WEDDING DATE. (SEE MUSIC/INSTRUMENTS)

### ♥ AISLE RUNNER

A FULL-LENGTH RUNNER WILL BE 100 FEET EXCLUDING STAIRS AND PLATFORM.

### ♥ PHOTOS WITH DISCRETION

FLASH PICTURES MAY BE TAKEN UNTIL END OF THE PROCESSIONAL. DURING THE CEREMONY, ONLY NONFLASH PICTURES ARE PERMITTED BY A PROFESSIONAL PHOTOGRAPHER FROM THE BALCONY. POSED PICTURES MAY BE TAKEN BEFORE OR AFTER THE CEREMONY. ANY BACKDROPS TO BE SUPPLIED BY THE PHOTOGRAPHER.

### ♥ TRADITIONS

DROPPING OF FRESH/LIVE FLOWER PETALS DURING THE PROCESSIONAL, AND THROWING OF BIRDSEED, RICE, BALLOONS, OR CONFETTI ON EXIT ARE NOT ALLOWED. WEDDING BUBBLES MAY BE USED OUTSIDE ONLY.

# WEDDING APPLICATION



## BRIDE

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_ H

\_\_\_\_\_ C

EMAIL \_\_\_\_\_

CHURCH \_\_\_\_\_

PARENTS \_\_\_\_\_

PHONE \_\_\_\_\_

## GROOM

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_ H

\_\_\_\_\_ C

EMAIL \_\_\_\_\_

CHURCH \_\_\_\_\_

PARENTS \_\_\_\_\_

PHONE \_\_\_\_\_

## FUTURE ADDRESS

MR/MRS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PREMARITAL COUNSELING

COMPLETED \_\_\_\_\_ LETTER \_\_\_\_\_

## REHEARSAL

DATE \_\_\_\_\_

START \_\_\_\_\_ END \_\_\_\_\_

## DECORATE

DATE \_\_\_\_\_

START \_\_\_\_\_ END \_\_\_\_\_

## DECORATOR

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

(ATTACH PLATFORM ARRANGEMENT)



## FACILITIES

- \_\_\_ SANCTUARY
- \_\_\_ CHAPEL
- \_\_\_ FELLOWSHIP HALL
- \_\_\_ REHEARSAL DINNER
- \_\_\_ RECEPTION
- \_\_\_ PARKING ATTENDANT/AHH SECURITY
- \_\_\_ OTHER \_\_\_\_\_

GUESTS # \_\_\_\_\_

OFFICIATING MINISTER  
(IF NONSDA, CHURCH BOARD APPROVAL \_\_\_\_\_)

NAME \_\_\_\_\_

CHURCH \_\_\_\_\_

PHONE \_\_\_\_\_

## COORDINATOR

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

## DEACON / AUDIO TECH

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

## MUSICIAN (PROCESSIONAL)

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

MUSIC: APPROVED \_\_\_\_\_

## MUSICIAN (SOLOIST)

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

MUSIC: APPROVED \_\_\_\_\_

## PHOTOGRAPHER

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

## VIDEOGRAPHER

NAME \_\_\_\_\_

PHONE \_\_\_\_\_



WE AGREE TO THE TERMS AND FEES AS OUTLINED IN THIS DOCUMENT DURING OUR USE OF THESE FACILITIES.

BRIDE \_\_\_\_\_

GROOM \_\_\_\_\_

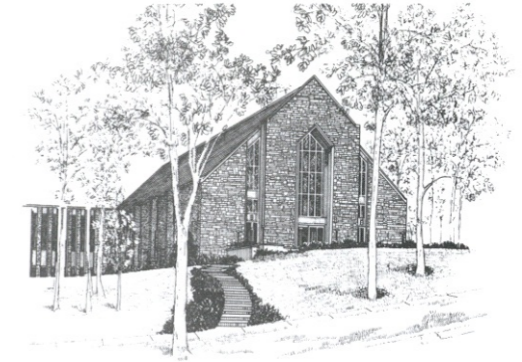
DATE \_\_\_\_\_ APPROVED \_\_\_\_\_

COA

(CONTACT CHURCH OFFICE FOR FEES)

# Hinsdale Seventh-day Adventist Church

201 NORTH OAK STREET  
HINSDALE, ILLINOIS 60521  
630-323-0182  
630-323-5755 FAX



## FACILITY-USE POLICY

## W E D D I N G

OUR CHURCH IS A PLACE OF WORSHIP.

WE REQUEST THAT YOU  
BE REVERENT AND RESPECTFUL  
OF OUR BUILDINGS AND GROUNDS  
AT ALL TIMES.

WE ARE PLEASED  
TO MAKE OUR FACILITY AVAILABLE  
FOR YOUR SPECIAL EVENT.  
APPLICATION FOR USE  
OF ALL CHURCH FACILITIES  
IS AUTHORIZED BY  
THE CHURCH OFFICE ADMINISTRATOR.