

St. Andrew's Lutheran Church & Campus Center

WEDDING POLICIES

At St. Andrew's we're honored to be a part of your wedding, thanking God for the love created and celebrated between you! All of the plans for wedding ceremonies must be approved by church leaders and adhere to the Building Use Policy for St. Andrew's. This document lays out additional policies and fees associated with using our space for weddings. Please direct questions to our Office Administrator (office@lutherancampuscenter.org).

****Couples are responsible for obtaining a marriage license from the County Clerk's Office. The ceremony cannot be performed without a marriage license. ****

St. Andrew's Clergy & Staff

The Pastor of St. Andrew's will preside over or be part of all weddings celebrated in our space, unless approved by the Pastor and the Board of Directors. In the event the Pastor of St. Andrew's is unavailable, preference will be given to local ELCA pastors and then full communion partners (PCUSA, TEC, UMC, UCC clergy). We will welcome collaboration if there are family members or friends who you'd like to include in the planning of the service. However, we are firmly committed to an expansive theology of love and grace, and will not tolerate language meant to exclude or marginalize others in our worship space.

St. Andrew's Office Administrator will serve as your primary contact for the building reservation process. They will provide you with a suggested outline for the service, and wedding information form, and schedule your tour of the space/meeting with the Pastor.

Piano, Organ, Musicians & AV systems

Depending on the time of year, St. Andrew's may or may not have a musician on staff. We'd be happy to share the names of some local musicians who are familiar with St. Andrew's, though they would determine their own rate/honorarium. The piano is included in the usage fee of the Worship space. If you'd like to use the organ, St. Andrews will need to approve the organist in advance.

St. Andrew's has one lapel microphone, two wireless handheld microphones, and the ability to run wired microphones/musical inputs. Additionally, we have TVs in the worship space to project the order of service or a graphic of your choice. There is a \$100 fee for a dedicated AV

person from St. Andrew's. If you would like to provide someone to run the AV systems, they will need to meet with the Pastor or Office Administrator for training prior to the ceremony.

Decorations

We welcome your creativity in designing the space for your ceremony. All of the furniture in the space (minus the organ) is moveable, so we can change the orientation of the space to meet your needs. We do ask that you don't attach anything to the chairs or the walls without expressed permission from the St. Andrew's staff. Free standing decorations and flowers do not require approval.

Photography & Programs

Flash photography is welcome before and after the service - including during the processional and recessional. However, no flash photography will be permitted during the ceremony to avoid distracting your guests and keeping with the worshipful nature of the service.

St. Andrew's does not print bulletins or programs for the service. You are welcome to use a local print shop to print any materials for the service, or make use of our AV system and project the order of the ceremony on the TVs.

Wedding Fee Schedule & Deposits

A \$100 deposit is required to reserve the space for your selected date. The remaining balance must be paid at least 14 days prior to the ceremony date.

Fees	Alumni	Non-Members
Deposit*	\$100	\$100
Use of Building	See Building Usage Fee Schedule	See Building Usage Fee Schedule
Pastor Fees	Discuss w/ Pastor+	\$300
Musician**	\$200	\$200
AV Tech	\$100	\$100

*Deposit will be applied to the total fees of the event

**This amount will need to be negotiated if no musician is on staff

+In lieu of an honorarium, alumni will be encouraged to become regular donors to St. Andrew's