



# WEDDING PLANNING INFORMATION BROCHURE

LORD OF LIFE LUTHERAN CHURCH

13724 W. MEEKER BLVD.

SUN CITY WEST, AZ 85375

PH: 623-584-2000

FX: 623-584-1913

WEB: [WWW.LOLAZ.ORG](http://WWW.LOLAZ.ORG)

EMAIL: [INFO@LOLAZ.ORG](mailto:INFO@LOLAZ.ORG)



## *General*

Weddings are performed for members of Lord of Life only. Exceptions may be made only with the approval of and consultation with one of the called pastors of the church. Only called pastors of Lord of Life may officiate over weddings performed at this church.

Weddings should be planned a minimum of one (1) month in advance of the date in order for schedules for the facility and pastors to be cleared. Due to the logistics of preparing the Sanctuary for worship, no wedding with more than 20 guests will be scheduled after 2:00 pm on Saturday. Sunday weddings will be scheduled no earlier than 1:00 pm.

The pastor will require several sessions of marital counseling as a condition of entering into Holy Matrimony.

The applicants are reminded that the church is a House of God and all manner of speaking and acting should be in respect of this fact.

## *Wedding Coordinator*

A wedding coordinator may be required for your wedding if it exceeds our size guidelines. This is to provide the wedding a liaison for planning purposes. This person is mandatory if your wedding meets the guidelines. This person is retained to provide a defined service to the bride/groom that is beyond the time commitments of a pastor. This person is not a personal assistant to the bride or any member of the wedding party.

## *Music*

Music for the wedding will be provided by the church organist. No other organist will have access to the organ without the express permission of the church organist and the pastor. All music will be appropriate for the worship space and the event. All music must be approved by the pastor and organist prior to the wedding date.

## *Pictures*

Picture taking should be limited to the time before the service and after the service. During the service, no pictures are to be taken in any manner that will interfere or detract from the ceremony. Pictures without flash, strobe lights or clicking noise may be taken only from the back of the worship area.

To obtain member rates, the bride or groom must be either a full or associate member of the church in good standing at the time of the application, otherwise non-member rates will apply. Non-member rates will apply to all brides/grooms who are relatives of members but not members themselves.

## *Catering*

The church does not provide food or beverage services or catering of any kind for weddings. Caterers must be approved by the church prior to the event. Use of the kitchen and kitchen equipment is not included in your agreement unless expressly stated in your Wedding Application, Form 1020.09. Food, beverages, condiments and sundries are not included in your rental/usage unless expressly stated in your Wedding Application.

## *Flowers/Decorations*

The church does not provide any floral or decorating services. The applicants will work with the selected florist/decorator and the applicant will then work with the church to arrange access to the space for placement of flowers and other decorating needs.

No flowers are to be placed on the altar or in the altar area. All decorating/attachments policies are in full effect for weddings. All flowers and decorations are to be removed immediately after the event.

## *Use Policies*

All members of the wedding party are to be notified of use policies. All associated costs for disregarding these policies will be passed onto the applicants.

### *Smoking*

There is no smoking permitted anywhere on campus including sidewalks and parking lots.

### *Alcohol and Drugs on Campus*

No alcoholic beverages of any kind are permitted on campus with the exception of wine for Holy Communion. Alcohol will not be served or permitted to be distributed as part of any event on campus.

The sale or distribution of illicit or prescription drugs is prohibited on campus. Use of illicit drugs on campus is prohibited. No psychoactive or hallucinogens of any kind are to be used in any food or drink served on the campus.

### *Firearms on Campus*

No firearms of any kind are permitted on the campus with the express exclusion of agents of city, county, state or federal law enforcement. Military issue rifles for the express intent of a military funeral or memorial service will be allowed only after obtaining the required licensing from the county and only with complete compliance with the funeral/memorial policy and only under the direct supervision of qualified active or retired military personnel.

### *Decorating/Attachment Policy*

No decorations of any kind are to be used unless specifically cleared with the Director of Administration prior to the day of the event. No attachment of any kind is to be made to any wall, pew, altar, credence table, kneeler, woodwork, door or any permanent structure of any building is to be made. This includes any type of permanent or removable tape, tacks, nails, and poster tack, etc.

### *Celebratory Displays*

The throwing of rice, confetti, bird seed or any other airborne celebratory displays is prohibited on campus.

### *Food and Beverages on Campus*

No food or beverage (except water) is allowed in any worship area or worship area narthex. Clear unaltered spring, bottled or tap water is allowed. No beverages with red coloring (fruit punch, cranberry juice, etc.) are allowed anywhere on campus.

### *Animals*

Prior notification to the church and approval by the church is required to bring animals on campus for wedding ceremonies. All animals brought onto the property for the wedding must remain outside the buildings and be fully and completely under control. All animals will be cared for in a humane way, provided adequate shade and access to water and will be cleaned up after by their owner. All costs associated for disregarding these policies will be passed onto the applicants. Per ADA regulations, the church may exclude any animal, including a service animal, from the facility when that animal's behavior poses a direct threat to the health or safety of others.

### *Fees*

Fees for weddings and other facilities use can be found in the Fee Scheduled, form 1020.05, excerpted below. In the case of a very small wedding, the pastor may at their discretion, adjust the fees.

## *Wedding Use Fees*

The following fees are provided for wedding rental/use of the facility:

	Non-Member	Member
Damage Deposit	\$400.00	\$100.00
Use of the Worship Space	\$200.00	N/C
Organist♦	\$125.00	\$125.00
Organ (With Approval)	\$125.00	\$125.00
Soloist♦	\$100.00	\$100.00
Pastor♦	\$400.00	Discretionary, Suggested \$300.00
Use of Social Hall	\$300.00	N/C
Kitchen Counter Use Only*	\$50.00	\$25.00
Kitchen Full Use***	\$150.00	\$70.00
Coffee (Per 50 Guests)**	\$25.00	\$12.50
Iced Tea (Per 50 Guests)**	\$30.00	\$15.00
Place Setting (Per 50 Guests)****	\$75.00	\$50.00
Custodial Fee (Per Space)♦	\$300.00	\$200.00
Kitchen Manager♦	\$200.00	\$150.00
Sound Technician♦ (Per Hour)	\$25.00	\$25.00
A/V Technician/Operator♦ (Per Hour)	\$25.00	\$25.00
Sound & AV Operator♦ (Per Hour)	\$35.00	\$35.00
Wedding Coordinator♦ (<50 Guests)	\$150.00	N/C
Wedding Coordinator♦ (50-99 Guests)	\$300.00	\$150.00
Wedding Coordinator♦ (>= 100 Guests)	\$400.00	\$300.00

♦ For service individuals (♦), payments are made directly to the individual.

\* Includes space for ice, assembling and serving of food. No equipment use, dishes, flatware or beverages are included.

\*\* Includes use of paper cups and drink condiments.

\*\*\* Kitchen Manager required.

\*\*\*\* Includes complete place setting with plates, cups, flatware, and drink condiments.

*Love is patient and kind; love does not envy or boast; it is not arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrongdoing, but rejoices with the truth. Love bears all things, believes all things, hopes all things, endures all things. Love never ends. As for prophecies, they will pass away; as for tongues, they will cease; as for knowledge, it will pass away.*

**1 Corinthians 13:4-8**



The information contained in this brochure is to assist you in planning your wedding here at Lord of Life Lutheran Church.

All information contained in this brochure is provided as part of the Facility Use Policy, Form 1020.00. All information contained herein is governed by the latest revision of this policy.