



# First United Methodist Church

615 BROADWAY ST.  
BARABOO, WISCONSIN 53913  
608-356-3991  
[fumc@baraboomc.org](mailto:fumc@baraboomc.org)

## Wedding Rental Information

*Please read this form carefully. Before your wedding date can be reserved on the church calendar, this form must be completed and returned to the church. Because the church must be ready for Sunday morning worship services, Saturday **wedding ceremonies may not be scheduled any later than 4 p.m.** If you have any questions, please direct them to the office staff or Pastor.*

### RENTAL INFORMATION:

- Please see the **Building Use Fee Schedule** for wedding rental fees and additional services.
- Both members and non-members can rent FUMC's facilities for their wedding. Non-members may use their own pastor, or hire our FUMC pastor. Our FUMC pastor requires three (3) meetings (1.5 hours each) to plan the wedding with the couple.

#### Please note:

1. Fees for the pastor or musician(s) need to be paid separately and given directly to those individuals. All other fees (sound tech, kitchen, and wedding coordinators) are paid to FUMC as part of the facility fee.
2. For church members, wedding coordinators are **not** included, as it is assumed members know their way around the church. However, wedding coordinators may be hired for an additional fee, if desired.

### FACILITY FEATURES:

- All relevant church facilities are handicap-accessible and air-conditioned.
- The Sanctuary comfortably seats around 150, which includes the upper balcony.
- The 2<sup>nd</sup> floor conference room is used for the groom/groomsmen, and the lower level area is used for the bride/bridesmaids to get ready.
- Fellowship Hall on the main floor provides a gathering space for guests before/after the ceremony.
- There is a nursery on the main floor for children (an adult must be present).
- The Sanctuary has an organ, grand piano, and A/V system. The A/V system includes a large monitor which can display photos, slideshows, and video. (Only FUMC personnel are allowed to operate these instruments, unless otherwise approved by the Pastor).

### KITCHEN USE & FEATURES:

The kitchen may be used to serve a meal for an additional fee. This includes:

- Two commercial ovens/stoves
- Dishware & dishwasher
- Refrigerator/Freezer
- Coffee maker
- (There is no charge for storing items in the refrigerator, or for the use of water glasses or pitchers).

# Wedding Reservation Form

*For Office Use Only:*

- Deposit Rec'd
- Date reserved
- Sound Tech
- Coordinators
- Fees received:  
Due: \_\_\_\_\_
- Post checklist
- Deposit returned

**To reserve your wedding date:**

1. Please complete and sign the following form, and mail your security deposit (non-members) to the *First United Methodist Church*.
2. FUMC will confirm your reservation, with an invoice of the amount due.
3. Final payment will be due 30 days prior to your ceremony.

Bride's name: \_\_\_\_\_

Bride's email: \_\_\_\_\_

Bride's telephone: \_\_\_\_\_

Bride's address: \_\_\_\_\_

Groom's name: \_\_\_\_\_

Groom's email: \_\_\_\_\_

Groom's telephone: \_\_\_\_\_

Groom's address: \_\_\_\_\_

DATE & TIME OF YOUR WEDDING: \_\_\_\_\_

*(Weddings may not be scheduled later than 4 p.m. on Saturdays.)*

Date & time of your rehearsal: \_\_\_\_\_

How many guests do you anticipate will attend? \_\_\_\_\_

Who will be officiating at your ceremony? \_\_\_\_\_

**ADDITIONAL SERVICES**

Do you need FUMC to hire and organist/pianist? \_\_\_\_\_

Will you be serving food (kitchen use other than storage and water)? \_\_\_\_\_

Will you need the use of our A/V system? \_\_\_\_\_

*I understand and agree to the terms of the Building Use Fee Schedule, Building Use Policy, and Wedding Rental Information.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*For Office Use Only:*

Deposits & Wedding Fees:	Date Due	Amount
FUMC Pastor? <input type="checkbox"/> yes <input type="checkbox"/> no	Paid at wedding to Pastor	\$ _____
FUMC Organist/Pianist? <input type="checkbox"/> yes <input type="checkbox"/> no	Paid at wedding to musician	\$ _____
Facility Fees:	Date Due	Amount
Base Cost	30 days prior to wedding	\$ _____
Kitchen Use? <input type="checkbox"/> yes <input type="checkbox"/> no		\$ _____
Wedding Coordinators? <input type="checkbox"/> yes <input type="checkbox"/> no		\$ _____
FUMC Sound Tech? <input type="checkbox"/> yes <input type="checkbox"/> no		\$ _____
Date Due: _____		\$ _____