



## Wedding Policy and Application

There are few things as joyous as celebrating a wedding! Here is what you need to know about having your wedding at Coastal Church.

God established marriage as a sacred covenant between one man and one woman to reflect Christ's relationship with His Church (Eph. 5:21-23). In keeping with biblical teaching, Coastal Church requires the following for any couple seeking to celebrate a marriage at the Church:

- Faith – Both bride and groom must have a personal relationship with Jesus Christ (2 Cor. 6:14).
- Celibacy – The engaged couple must live separately before their wedding day. Sexual intimacy is to be celebrated exclusively within marriage (1 Thess. 4:3).
- Man / Woman Monogamy – Marriage is a sacred union of one man and one woman. Coastal Church does not recognize, nor will it take part in, any ceremony that does not meet this basic criteria (Gen. 2:24; Matt. 19:4-5).
- Premarital Counseling – The engaged couple must participate in Coastal Church's premarital counseling program, which is fully explained in the Wedding Application, prior to the wedding ceremony.
- Church Membership/Attendance – Either the bride or groom [or their parents] must be [members/regular attendees] of Coastal Church. Special allowances may be made for non-church members/attenders at the sole discretion of the Executive Pastor.

Because the Church believes that marriage is designed to be a life-long union, Coastal Church does not take part in remarriages except under the following circumstances:

- Death – The former spouse is deceased (Rom. 7:2; 1 Cor. 7:39).
- Marital Unfaithfulness – The former spouse committed adultery against the spouse seeking remarriage (Matt. 5: 32, 19:3-9).
- Desertion – The spouse seeking remarriage was deserted by an unbelieving spouse (1 Cor. 7:15).

## **Premarital Counseling**

- Coastal Church requires that you and your future spouse complete our pre-marital counseling program. Pre-marital counseling at Coastal is designed to give you and your future spouse an understanding of God's design for marriage and a realistic picture of what marriage is like. The program consists of a minimum of 3 counseling sessions, each lasting between 60 and 90 minutes, during regular Coastal office hours (Monday - Thursday, 8:00am – 4:00pm). Your first pre-marital counseling appointment must be scheduled at least four months prior to your wedding date.
- Please list your preferred pastor on the attached Wedding Application. Pastors will be determined based on the availability of their schedule. The premarital counseling program is a ministry of Coastal Church and is, therefore, our gift to you.
- Before meeting, you will need to take an online assessment called Prepare and Enrich. This online assessment will be used during your counseling appointments. Cost for this assessment is \$30. Coastal will send you a link via email once your application is approved.

## **Facility Usage**

- Applicants must agree to all terms and conditions listed in Coastal Church Facility Use Policy, as well as the Wedding Policy and Application.
- A Coastal Pastor must perform any ceremony which takes place in any of our facilities.
- Coastal facilities are only available for use by Coastal members/regular attenders. Special allowances may be made for non-church members/attenders at the sole discretion of the Executive Pastor. Availability is limited to one (1) wedding each month, except May, June, July, and August when availability opens to two (2) per month.
- Coastal Church will not schedule weddings or rehearsals on Thanksgiving, Christmas, New Year's, Easter, July 4, Labor Day, and Memorial Day weekends.
- Weddings will only be scheduled on Fridays and Saturdays.
- Weddings may be scheduled as late as 8:00pm on Fridays in the Auditorium.
- Weddings must be finished by 5:00pm in the Auditorium on Saturdays.
- Applications for use of Coastal Church facilities must be made at least two months prior to the wedding date, but no more than six months in advance. Reservations will be made by signing and submitting the Coastal Church Facility Use Policy and the Coastal Church Wedding Policy and Application. *Anything less than 60 days requires special approval.*
- Use of specific rooms are subject to availability.

- No rehearsals can take place on Tuesday, Wednesday, or Thursday evenings due to current Coastal schedules.
- Facilities are available for a maximum of 3 hours for the rehearsal and 6 hours on the day of the ceremony. An additional hour may be scheduled on the day of the rehearsal or the wedding day for an additional fee of \$50 per hour paid to Coastal Church.

### Wedding Ceremony

- The wedding ceremony will be performed in the Auditorium. The Prayer Chapel at Yorktown may be used for weddings with 20 or fewer people.
- The stage will not be cleared of music equipment or stage design by Coastal Church or otherwise. No furnishings may be moved from other parts of the building. Nails, tacks, screws, pins, tape, or anything that will mar the walls or floors may not be used.
- All decorations and equipment must be removed promptly following the ceremony. Coastal staff will not load or off-load equipment or decorations to be used in the wedding.
- Coastal Church property must be left or returned to the condition in which it was found. Any damage to the building or additional cleaning required to return the building to a usable state will be deducted from the Security deposit.
- Because they stain, real rose petals are not permitted to be thrown inside the building; artificial petals are allowed. In addition, neither confetti nor birdseed is permitted to be thrown anywhere on church grounds. Please consult with the Executive Pastor of Operations or his Designee before using any related supplies.
- Table and Chairs – please see attached list of available tables and chairs for each Coastal facility. **NOTE: Coastal does not provide tablecloths, napkins, silverware, glasses, tableware, or décor.**

### Sound and Production

- It is your responsibility to contact an approved sound and/or video technician from the attached list and reach an agreement regarding services based on their availability. There is an additional fee (refer to the fee schedule) if a sound and/or video technician is used.
- Once you have contracted with an approved sound and/or video technician, Coastal will provide microphones for musicians and soloists and the ability to play a compatible soundtrack for the event.

### **Musicians**

- Coastal will provide a list, upon request, of musicians who you may contact should you wish to have live music for your wedding ceremony. Music ministers are paid separately for their services.

### **Facility/Wedding Coordination**

- Coastal pastors are not Wedding Coordinators. You are welcome to hire your own Wedding Coordinator at your expense. You are required to pay for a Coastal Day-Of Facility Coordinator who will be onsite during the rehearsal and the day of the wedding to ensure the building is open and ready for your use, answer facility usage questions, and to secure the facility at the end of the event.
- If at any point, the rehearsal or ceremony goes outside the bounds of these expectations, the Executive Pastor has the authority to cancel the use of Coastal facilities.

### **Additional Instructions**

- The wedding party is strongly urged not to leave wedding dresses, bridesmaid dresses, tuxedos or any other personal items at the church overnight following the rehearsal. Coastal Church will be in no way responsible or liable for the damage or loss of any items brought to the church for use in the wedding.

### **Fee Schedule**

Please refer to the Coastal Church Facility Use Policy for the fee schedule.

**Upon submission of your application, you will be contacted to schedule a meeting with our Executive Pastor of Operations. You must meet with our Executive Pastor of Operations within 2 weeks of the return of this application to finalize your event.**

### **Receptions**

Available reception areas at the Coastal facility of your choice will be discussed during your meeting with the Executive Pastor of Operations.

**Note: receptions cannot be held in the Worship Center.**

Should you have any questions regarding the Facility Use Policy or Wedding Policy and Application, please contact Linda Schrock at 757-867-5683 or [Linda@gocoastal.org](mailto:Linda@gocoastal.org).

# Wedding Application

## General Information

_____	_____
Bride's Name	Groom's Name
_____	_____
Current Address	Current Address
_____	_____
City State Zip	City State Zip
_____	_____
Home Phone	Home Phone
_____	_____
Cell Phone	Cell Phone
_____	_____
Email	Email
_____	_____
Date of Birth	Date of Birth
_____	_____
Wedding Location: _____ Date ___/___/20___ Time ___:___ am/pm	
Address: _____	
Rehearsal Location: _____ Date ___/___/20___ Time ___:___ am/pm	
Address: _____	
Reception Location: _____ Date ___/___/20___ Time ___:___ am/pm	
Address: _____	

## Preferred Pastor – If Available

- Shaun Brown     Andrew Oates     Cliff Bowen     David Wilson     Nate Weis
- Andrew Segre     Tito Tirado     Colin Curtis     Jeff Frye     Hunter Boone
- Mike Bard     Dave Peterson     Dean Meyer     Gene Cornett     Evan Mackey
- Other – provide name \_\_\_\_\_.

## Wedding Agreement

I have read this document in its entirety and agree to comply with the Coastal Church Wedding Policy and Wedding Application, including facility usage, pre-marital counseling requirements and payment of all fees directed by the policy.

Bride Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Groom Signature: \_\_\_\_\_ Date: \_\_\_\_\_

After Wedding Contact Information:

\_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## For Office Use Only

Approved     Not Approved

Reason For Decision:

\_\_\_\_\_  
\_\_\_\_\_

Wedding Coordinator (if applicable) \_\_\_\_\_ Phone Number \_\_\_\_\_

ServiceMaster Scheduled:

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
Date

**Personal Questionnaire – Bride – Fill out thoroughly.**

1. Are you a Christian? If so, explain your testimony. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. How long have you been attending Coastal Church? \_\_\_\_\_
3. Are you a member? \_\_\_\_\_
4. Are you in a small group? If so, which group (s) do you attend?  
\_\_\_\_\_
5. Do those in your Christian community at this church approve of your relationship? If yes, please list names and contact information.  
\_\_\_\_\_  
\_\_\_\_\_
6. Are you willing to take steps given to you by a pastor? \_\_\_\_\_
7. Are you willing to study God’s design for marriage and meet with a pastor for counseling?  Yes  No
8. How long have you known your fiancé? \_\_\_\_\_
9. How long have you been dating your fiancé? \_\_\_\_\_
10. How long is the engagement period? \_\_\_\_\_
11. Do you live together? \_\_\_\_\_ (disclaimer – if you claim to be a Christian and live with your fiancé, the pastors at Coastal Church will not perform your wedding until you move out).

12. Have you been married before?  Yes  No

If previously married, please give details, including when your divorce was final:

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Are children involved?  Yes  No

If so, how many and what age? \_\_\_\_\_

With whom do they live? \_\_\_\_\_

13. Why do you want to marry this person? \_\_\_\_\_

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14. Why is this the right time in your life and relationship to get married?

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15. What do you expect out of marriage?

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**Personal Questionnaire – Groom – Fill out thoroughly.**

1. Are you a Christian? If so, explain your testimony. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. How long have you been attending Coastal Church? \_\_\_\_\_
3. Are you a member? \_\_\_\_\_
4. Are you in a small group? If so, which group (s) do you attend?  
\_\_\_\_\_
5. Do those in your Christian community at this church approve of your relationship? If yes, please list names and contact information.  
\_\_\_\_\_  
\_\_\_\_\_
6. Are you willing to take steps given to you by a pastor? \_\_\_\_\_
7. Are you willing to study God’s design for marriage and meet with a pastor for counseling?  Yes  No
8. How long have you known your fiancé? \_\_\_\_\_
9. How long have you been dating your fiancé? \_\_\_\_\_
10. How long is the engagement period? \_\_\_\_\_
11. Do you live together? \_\_\_\_\_(disclaimer – if you claim to be a Christian and live with your fiancé, the pastors at Coastal Church will not perform your wedding until you move out).

12. Have you been married before?  Yes  No

If previously married, please give details, including when your divorce was final:

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Are children involved?  Yes  No

If so, how many and what age? \_\_\_\_\_

With whom do they live? \_\_\_\_\_

13. Why do you want to marry this person? \_\_\_\_\_

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14. Why is this the right time in your life and relationship to get married?

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15. What do you expect out of marriage?

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## Facility Use Policy

### Facility Purpose Statement

Coastal Church's facilities were provided by God's benevolence and the sacrificial generosity of its members. All Church property is consecrated and set apart to worship God (Col. 3:17), and therefore is to be used exclusively to glorify God and edify the Body of Christ. Although the facilities are not generally open to the public, the Church makes its facilities available to approved members and non-members on a case-by-case basis as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Coastal Church's facilities may not be used for activities that contradict, or are inconsistent with, the Church's beliefs, as summarized in the Church's statement of faith. This restricted facility use policy is necessary for two reasons. First, Coastal Church may not in good conscience materially cooperate in activities or promote beliefs that are contrary to its faith (2 Cor. 6:14; 1 Thess. 5:22). Second, Coastal Church must present a consistent public witness to the community through its stewardship of its property. Allowing facilities to be used in a way that contradicts Coastal Church's statement of faith would have a severe, negative impact on the message that Coastal Church strives to promote and could cause confusion and scandal to Church members and the community. Therefore, only events that are consistent with Coastal Church's religious beliefs, as determined by the Senior Pastor and Elders shall be permitted.

### Approved Users

The Executive Pastor of Operations or his Designee must approve all Church Facility use requests. Priority shall be given to Coastal Church members and Church-sponsored groups or activities.

In Coastal Church's sole discretion, Church facilities may be made available to members and non-members or outside groups (the "User") meeting the following qualifications:

1. The User must affirm that the planned facility use does not violate Coastal Church's faith and practice.
2. The User must submit a signed Coastal Church Facility Use Policy and Facility Use Request.
3. The User must agree to abide by Coastal Church's rules of conduct for facility use, as stated in the Facility Use Guidelines and as described in any additional instructions by Church staff.

## Event Requests and Scheduling

Facility Use Requests shall be made by signing and submitting the Coastal Church Facility Use Policy and by completing and submitting the Coastal Church Facility Use Request. The event will be reserved and placed on the church calendar only when the Executive Pastor of Operations or his Designee approves the request.

### Wedding Addendum:

Coastal Church believes marriage to be a religious institution. If you wish for your wedding to be officiated by a Coastal Pastor, both the bride and groom must complete, sign and submit the Facility Use Policy and the Coastal Church Wedding Policy and Application. The event will be reserved and placed on the church calendar only when the Executive Pastor of Operations or his Designee and the Coastal Pastor officiating the wedding approves the application.

### Fees

Use of Coastal Church facilities is subject to a Security Deposit, a Facility Coordinator fee, a Facility Usage fee, and a cleaning fee. Other fees may apply depending on services requested. **All fees charged are for the express purpose of recovering costs associated with ministering to users by making our church facility available and not for the intent of making a profit.** The Fee Schedule for Events is as follows:

#### Fee Schedule

Officiating Pastor (weddings)	\$300 for members, \$500 for non-members
Facility Coordinator (required)	\$300 without reception; \$400 with reception
Facility Usage Fee (required)	\$600 for members; \$1200 for non-members
Cleaning Fee (required)	\$175
Security Deposit (required)	\$600 (separate check)
Sound Technician	\$150 for members, \$250 for non-members
Video Technician	\$150 for members, \$250 for non-members
Computer Technician	\$150 for members, \$250 for non-members
Musician	\$150 for members, \$250 for non-members

The Security Deposit and 50% of the Facility Usage fee are due upon approval of your application. **Your event will not be reserved until your security deposit and 50% Facility Usage fee are paid.** All other payments to Coastal Church and to individuals listed above must be finalized one week before the event. If there is no damage to the facility, your security deposit will be returned to you the week following your event.

## Facility Use Guidelines

1. Users may only enter and use those areas of the facilities that have been reserved.
2. Food and beverages are not allowed in the auditorium.
3. Alcohol: no alcohol may be served on church property.
4. Smoking is prohibited in any indoor Church facility.
5. Gender-specific restrooms are to be used by members of the designated biological gender only.
6. Church equipment must be returned to original placement, unless arranged otherwise prior to the event.
7. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.

## Insurance

For all non-Church-sponsored events held on Coastal Church property, the User must obtain liability insurance coverage in the amount of \$1 million, naming Coastal Church as an additional insured.

## Acknowledgement

I (the User) affirm that:

1. I understand that Coastal Church does not allow its facilities to be used in a way that materially conflicts with its faith.
2. To the best of my knowledge, the purpose for which I am requesting use of Coastal Church's facilities will not contradict the Church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware of to the Executive Pastor of Operations or his Designee.
3. I understand that Coastal Church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Executive Pastor of Operation's approval, which is conditioned in part on my agreement to the requirements in the Coastal Church Facility Use Policy, a copy of which I have read and understood.
4. I understand that upon approval of my Facility Use Request, I will need to provide a Security Deposit in the amount of \$600, a Certificate of Insurance for at least \$ 1 million of coverage, and any other fees required by Coastal Church.
5. I understand that I will be responsible for any damages to Coastal Church facilities resulting from this proposed use of facilities.
6. I understand that Coastal Church believes disputes are to be worked out between parties pursuant to Matthew 18 and 1 Corinthians 6, without recourse to the courts. Accordingly, I agree to attempt resolution of any disputes through Christian mediation.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_