

St. Mary Church
725 State Avenue • Freeport, Illinois 61032

WEDDING GUIDELINES & POLICIES

RESERVING THE CHURCH: The church will not be considered reserved until you have spoken with the Priest, he has approved the date, and the signed paperwork below, along with the necessary fees, has been received in the St. Mary Church office at 229 W. Washington Place, Freeport, IL 61032.

WEDDINGS CAN BEGIN NO LATER THAN 2:00PM, and St Mary Church must be cleaned, and the church grounds vacated, no later than 4:00pm.

CHURCH FEES: Please make separate payments for the church and the church deposit, both payable to the church you are reserving. Make the Priest's Fee payable to the priest celebrating your marriage ceremony. If the priest is not from our parish give him the money or check directly.

REGISTERED MEMBERS of the church who wish to reserve: \$200 Use of the church (stole fee), \$100 Priest's stole fee, \$200 Cleaning Deposit. The cleaning deposit will be returned only if the reserved area(s) are left clean and as they were before the wedding. All trash must be taken with you as well.

NON-MEMBERS: \$500 Use of the church (stole fee), \$100 Priest's Fee, \$200 Cleaning Deposit. The cleaning deposit will be returned only if the reserved area(s) are left clean and as they were before the wedding. All trash must be taken with you as well.

ORGANIST/SOLOIST FEES: If you would like to use one of our organists and/or soloists, please let the office know. We will provide you with names and telephone numbers so that you may discuss the music and fees with them. You will need to pay them directly.

CANCELLATIONS: If you reserve the church and decide to cancel, the schedule for any refunds is as follows. If you cancel up to 6 months before the wedding date, you will receive 50% of the stole fee, and 100% of the priest's fee and church deposit. If you cancel less than 6 months before the wedding date, you will forfeit 100% of the stole fee, but will receive 100% of the priest's fee and church deposit.

OUR POLICIES & YOUR RESPONSIBILITIES:

You, the bride and groom, are responsible for providing the St. Mary office with a copy of your **wedding license**. You are also responsible for returning your wedding license to the County Clerk's office following your wedding.

ABSOLUTELY NO glitter, bird seed, or rice are allowed in or on the church grounds. Bubbles are permitted.

If you are using flower petals, they must be picked up and disposed of. Please note that it is your responsibility to dispose of any trash and that you must take it with you.

Keys must be picked up at the church office on the Friday before the wedding between 8:00am and 12:00 noon.

Keys must be returned to the office after the wedding. Please deposit them in the mail slot near the front door of the church office. **NOTE:** Be sure to put them in far enough so they drop off the ledge.

By signing below, you acknowledge that you have read these guidelines and policies, understand them, and agree to abide by them.

WEDDING DATE _____ TIME _____

CHURCH _____ PRIEST _____

BRIDE _____ Date _____

GROOM _____ Date _____

Office Personnel _____ Date _____