

SPECIAL MASS GUIDELINES & POLICIES

ST. JOSEPH & ST. MARY CHURCHES

Freeport, Illinois

RESERVING THE CHURCH:

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

WEDDINGS CAN BEGIN NO LATER THAN 1:00PM. The church (and the Daleiden room, if used) must be cleaned, and the church grounds vacated, no later than 3:00pm. St. Joseph has confession and Mass on Saturdays beginning at 3:00pm. Please show respect for the Mass and the parishioners entering the church.

CHURCH FEES:

(Please make separate payments for the church/dressing area and the church deposit, both payable to the church you are reserving. Make the Priest's Fee payable to the priest.)

REGISTERED MEMBERS of the church you wish to reserve:

\$200 - Use of the church (stole fee)

\$100 - Priest's Fee (no fee if you are not using one of our priests)

\$200 - Cleaning Deposit (This will be returned only if the reserved areas are left clean and as they were before the wedding/event. All trash must be taken with you as well.)

Average Total: \$500.00, with the opportunity to receive \$200.00 deposit back.

NON-MEMBERS:

\$500 - Use of the church (stole fee)

\$ 50 - Use of the Daleiden Room dressing area (*Optional - St. Joseph Church only*)

\$100 - Priest's Fee (no fee if you are not using one of our priests)

\$200 - Cleaning Deposit (This will be returned only if the reserved areas are left clean and as they were before the wedding/event. All trash must be taken with you as well.)

Average Total: \$800.00, with the opportunity to receive \$200.00 deposit back.

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 a church and decide to cancel, the schedule for any refunds is as follows:

If you cancel up to 6 months before the event 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 event 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. Joseph and St. Mary Church 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 is 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 Friday 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.

SPECIAL MASS EVENT _____ **DATE** _____ **TIME** _____

CHURCH _____ **PRIEST** _____

NAME _____ **DATE** _____

CONTACT NUMBER _____

-----Wedding Party-----

BRIDE _____

GROOM _____