

University Presbyterian Church Request Form

Application date: _____

Full name: _____ Preferred Pronouns _____

Address: _____

Phone: _____ Email: _____

Church affiliation: _____

UPC Member: _____ Non-member: _____

Full name: _____ Preferred Pronouns _____

Address: _____

Phone: _____ Email: _____

Church affiliation: _____

UPC Member: _____ Non-member _____

Location of Ceremony: Sanctuary _____ Garden (Vance Barron Hall backup _____)

Wedding date/Time: _____

(The rehearsal will be the evening before the ceremony at 5:00pm at UPC unless otherwise arranged.)

Officiating Pastor

Meg Peery McLaughlin

Jarrett McLaughlin

Berry French

Hadley Kifner

(If guest, list title, name, and complete address and telephone number)

Person requesting the reservation: _____

Phone: _____ Email: _____

(Please list a telephone number where you can be reached between 8:30-4:30 Monday through Friday)

The couple has read the wedding guidelines and agree to abide by them

Signature of person submitting this form

Fees*

Wedding Coordinator fee (\$500)

Organist fee (\$350)

Custodian fee (\$500)

Additional Reception Custodian fee (\$125)

Custodian fee for Reception only (\$200)

* Church opens 1.5 hours before the ceremony begins

\$60 fee for each additional half hour:

- additional \$30 fee to wedding coordinator

- additional \$30 fee to custodian

Holiday fees may apply