

# 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

Nancy Myer

**(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