

Silver Spring Cooperative Parish

Marvin Memorial & Woodside United Methodist Churches

33 University Blvd. E.

8900 Georgia Avenue

Silver Spring, MD 20901

Silver Spring, MD 20910

(301) 593-5100

(301) 587-1215

www.marvinchurch.org & www.woodsideumc.org

WOODSIDE UMC WEDDING FEE INFORMATION

NON-MEMBER FEE PAYMENT INFORMATION

The fee charged for a wedding includes use of our facilities and parking lot as well as honoraria for the officiating pastor, the organist, the wedding coordinator, and the building service manager to encompass the many services involved in both the arrangements and ceremony.

PAYMENT SCHEDULE

	Sanctuary	Chapel
Refundable Security Deposit	\$250.00	\$200.00
Wedding Fee	\$2,500.00	\$1,000.00
Hourly Overtime Charge (over 3 hours)	\$125.00	\$100.00

The security deposit is necessary to cover non-schedule overtime costs and ensure that any damage done to the church property by wedding participants and guests is repaired or replaced, as needed.

A minimum deposit of \$500.00 toward your wedding fee must be included with this green Wedding Information Form and received by the Church Office to officially schedule your wedding.

*open hearts
open minds
open doors*



The people of The United Methodist Church™

The balance of your wedding fee as well as your security deposit must be received in the Church Office no later than 30 days before your wedding date. Do not hesitate to contact the Church Office with any questions.

If you cancel or need to change your wedding date, your deposit is refundable if the church is notified at least 90 days in advance of your scheduled wedding date. Changes are subject to the approval of the senior pastor, the officiating pastor and the availability of time on the church calendar on the date of any such request.

MEMBER FEE AND PAYMENT INFORMATION

When the bride or groom is a full member of Woodside United Methodist Church, the charge for a wedding ceremony at Woodside is as follows:

A person who joined the church at least one year prior to the date of the planned wedding, who regularly attends the worship services, who contributed to the church their tithes and offerings, and who is active in church programs is considered a **full member**.

Questions concerning full membership can be discussed with, and will be determined by the Senior Pastor of Woodside.

The fee charged for a member's wedding includes honoraria for the officiating pastor, the organist, the wedding coordinator, and the building service manager.

PAYMENT SCHEDULE

Deposit due with Information Sheet to schedule	\$500.00
Balance due no later than 30 days before wedding	<u>\$500.00</u>
Total	\$1000.00

We request that you complete the form on the reverse side of this page to ensure that we have correct spelling and information. Return it with your deposit to the Church Office to schedule your wedding. Do not hesitate to contact our Wedding Coordinator with any questions. If you wish to make any changes, please contact the Church Office.

In case you cancel or change the date, your deposit is refundable if the church is notified at least 90 days in advance of your scheduled wedding date.