

FEES

All fees must be paid before the rehearsal begins. Separate, individual checks should be handed to the wedding coordinator for charges itemized on the enclosed fee schedule. If no rehearsal is scheduled, all fees must be paid at the Office Center by noon on the last working day before the wedding. No rehearsal or wedding ceremony will begin until all fees are paid in full.

GENERAL INFORMATION

Wedding folders or programs are not available through the church office. The wedding coordinator can suggest local printers who will be happy to work with you.

The bride and groom will be held responsible for any damage done to the church or its property by their wedding party, guests or people they hire to decorate the facility.

Walnut Hills assumes no responsibility for any injury to persons, damage to personal property or lost and/or stolen items while the wedding party, family and guests are in the building or on the grounds of the church.

IN CLOSING

The marriage is so much more important than the wedding. We encourage you to keep your plans simple, to concentrate on the religious significance of the ceremony and to avoid getting carried away with exterior trappings. Relax and enjoy!

More important than the mechanics and décor is the spirit of the two partners entering into this unique relationship. Plan your wedding early so you can approach it relaxed and rested. Don't fret your way through it. The church wants your day to be beautiful and meaningful. You can thrive on its happy reflections for a lifetime!



Your Wedding at Walnut Hills

Walnut Hills United Methodist Church
12321 Hickman Rd
Des Moines, IA 50323

Website: www.whumc.org
Phone: 515-270-9226
Fax: 515-270-0838

USE OF OTHER AREAS OF THE BUILDING

There are rooms in which the bride and her attendants and the groom and his attendants may dress. The bride's dressing room has an adjacent restroom and full length mirror. The groom's dressing room has restrooms nearby.

Tables and chairs may not be moved from any classroom setup.

The nursery is not to be used under any circumstances unless staffed by a Walnut Hills authorized childcare provider.

Because of the lack of kitchen facilities at Walnut Hills, receptions are discouraged. A refrigerator is available.

A telephone is available in the bride's dressing room for local outgoing phone calls.

An ironing board is available if needed.

MARRIAGE PREPARATION / COUNSELING

Counseling/Classes are required for all couples intending to get married at Walnut Hills. These sessions will be conducted by a licensed marriage/family therapist. The premarital counseling will consist of at least three one-hour sessions: (1) family history/history of the relationship/expectations of marriage & roles in marriage. (2) values of faith & religious beliefs/assessment of intimacy/communication. (3) financial values/communication in conflict.

You may select your own licensed Marriage & Family Therapist or contact the church office for a list of counseling centers/therapists. Call and set your appointment times directly with the therapist. The cost of these classes are paid by the couple directly to the therapist.

For couples wishing in-depth counseling, Walnut Hills has an arrangement with Des Moines Pastoral Counseling Center (6 one hour sessions). However, you are not required to use this center.

A certificate will be filled out and signed by the therapist stating the couple has completed their counseling sessions. This certificate needs to be given to the wedding coordinator before the wedding rehearsal.

will show you the banners and what needs to be done to get them ready for the wedding .

7. No lights may be placed on or around the silk plants or trees in the Celebration Center.
8. The furniture and carpets must be fully protected at all times from moisture and candle wax.
9. The bride must furnish her own table coverings for a gift table. One table covering is available for a large round guest book table.
10. No food or drink is allowed in the Celebration Center at any time.
11. There are plant stands available to place remembrance flowers.

BUILDING REGULATIONS

1. Smoking is not permitted anywhere in the building.
2. Alcohol and/or illegal substances are not permitted anywhere in the church buildings or on the grounds (including vehicles). Members of the wedding party may not under any circumstances come to the rehearsal or to the wedding under the influence of alcohol. The officiating minister has complete authority to cancel a wedding at the last moment for any deviation from this rule. Remember that the rehearsal and the wedding are religious ceremonies.
3. We do not allow the throwing of rice at weddings. Bird seed is much better for the birds. In any event, please keep all birdseed entirely outside of the church building. Bottles of bubbles may also be used outside the building.
4. No equipment or furniture may be removed from the building.
5. No food or drink is allowed in any carpeted area of the building without the consent of the custodian or wedding coordinator.
6. The church can accommodate up to 400 guests.

POLICIES AND PROCEDURES FOR WEDDINGS AT WALNUT HILLS UNITED METHODIST CHURCH

A wedding is one of the happiest and most holy moments in life. As two people join their lives the church rejoices with them and is eager to help make the occasion beautiful and memorable. It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty lies in the spirit and attitude of those who take part.

TO SCHEDULE YOUR WEDDING

Initial arrangements to schedule a wedding and the rehearsal can be made by phone. A reservation form and a \$75 deposit must be received at the church office before the date is reserved. Please check a few days after you send the fee to ensure the date is confirmed. Additional charges will occur if there is building damage or extra clean-up needed after the wedding.

Weddings will not be scheduled on weekends of Easter, Thanksgiving, Christmas or New Years, or during the week between Christmas and New Years unless approved through the minister and the wedding coordinator.

WEDDING COORDINATOR

Walnut Hills requires the use of a wedding coordinator. One will be assigned for your wedding and will contact you at least 90 days before the wedding. Your wedding coordinator will serve as a liaison with the church and will answer any questions you may have about your wedding. Any decorations you plan to use in the church will be approved with the wedding coordinator. She will also assist the officiating minister during the rehearsal and be available on your wedding day to assist you. She will be responsible for opening and closing the church at designated times. Therefore, all arrival times for the wedding party as well as flowers, photographer, etc. must be arranged with her.

MUSIC

After your wedding is scheduled, you will need to contact the church musician to discuss all music to be played or sung. If you wish to have any other musician provide music for your wedding, the church musician must be consulted. However, it is not necessary to include music in your ceremony.

If you plan to use the sound system for CD's, tapes, or microphones, an additional fee will be charged for a member to run the sound board.

PHOTOGRAPHS, CAMERAS AND VIDEOS

Cameras with flash lights will not be allowed in the Celebration Center during the wedding service. Photographs may be taken before the ceremony (please allow plenty of time), and the wedding party can return to the altar after the ceremony for as many pictures as they wish.

Video taping is permitted during the ceremony as long as the equipment is quiet and no floodlights are used. Set-up of video equipment is at the discretion of the officiating minister.

Photographers and video personnel must check with the wedding coordinator before setting up any equipment.

DECORATIONS AND USE OF THE CELEBRATION CENTER

Our Celebration Center is a place of beauty and dignity. It does not require elaborate decorations to make it a beautiful setting for a wedding. The principle we follow in setting up rules for decorations for church weddings is that the chancel area is designed for all church services. Weddings are church services. The decorations used should enhance the appearance of the church setting. The following regulations are given to preserve the atmosphere of the Celebration Center and safeguard the furnishings.

1. Altar Area: The altar table and cross are a beautiful, sacred area of our church. The following rules apply to decorations on the altar table:
 - The altar table and cross will not be moved from their location in the front of the church.
 - A white table runner will be used on the table for a wedding. No other cloth may cover the altar table.
 - A Unity Candle may be placed on the altar table. Plastic must be placed on the table to protect the wood from dripping wax. (This is available from the wedding coordinator)
 - No flowers may be placed on the altar table unless approved by the wedding coordinator. However, flowers may be placed in the chancel area surrounding the altar table.
 - Other bouquets of flowers will not be allowed to sit on the altar table or pianos. Plant stands are available to use for that purpose.
2. Candles and candelabras are not provided by the church. A unity candle and tapers may be used. Care must be taken not to get candle wax on the altar table or paraments. Other use of candles must be approved by the wedding coordinator. Under no circumstances can any candle be used unless it is enclosed in a glass globe or is placed on a clear plastic runner to protect the carpet from wax. The church does have lighting sticks available for use during the wedding.
3. An aisle runner must be used if flower petals are to be strewn. No tacks, nails, staples or tape may be used to secure a runner. A 50 ft. aisle runner would be long enough for the aisle.
4. No tacks, pins, nails, glue or tape may be used to fasten any decorations to the furniture or building.
5. All decorations and flowers must be removed from the building immediately after the wedding unless permission is given by the wedding coordinator to postpone pickup. Floral arrangements from weddings are **not** used for Sunday services.
6. Two wedding banners are available. The wedding coordinator