ROBERTS PARK
UNITED METHODIST CHURCH
the heart of downtown

Wedding Policy

Roberts Park United Methodist Church

401 North Delaware Street | Indianapolis Indiana 46204 | 317.635.1636

Congratulations on your engagement. We are delighted that you are considering Roberts Park United Methodist Church for your wedding. A Christian wedding is a sacred covenant in the presence of God and the gathered community. Our pastors and staff welcome the opportunity to help you plan a meaningful ceremony in our historic sanctuary or chapel.

Roberts Park United Methodist Church welcomes couples of all sexual orientations, gender identities, and gender expressions who seek Christian marriage. In keeping with our commitment to full inclusion, we treat every couple with dignity, respect, and hospitality throughout the planning process. Wedding requests are subject to applicable law, church policies, building availability, and the officiating pastor's discretion.

This policy explains the church's scheduling, worship, building-use, personnel, safety, and payment requirements. The couple is responsible for sharing the applicable sections with the wedding party and all vendors.

1 Scheduling and Reservation

- Contact the church office at 317.635.1636 to request a date or email rpoffice@robertsparkumc.org. Availability is not guaranteed until the church confirms the date and receives the $200 refundable security deposit and signed wedding contract.
- Do not finalize reception arrangements, send invitations, or make other nonrefundable commitments until the church confirms the wedding date in writing.
- Weddings ordinarily are not scheduled on the third weekend of November, December 24 through January 1, during Holy Week, or on Easter weekend. Exceptions require approval from the senior pastor.
- The standard building-use period is three and one-half hours: up to two hours before the ceremony and one and one-half hours beginning at the ceremony's scheduled start time. Additional time must be approved in advance and is charged in half-hour increments.
- The church may schedule another wedding or event on the same day. When two weddings are scheduled, the church ordinarily allows at least two and one-half hours between ceremony start times. Different arrangements may apply when one ceremony is in the sanctuary and another is in the chapel.
- The wedding coordinator assigns preparation rooms. Additional rooms may be used only with advance approval.
- A private or small wedding may be requested. The date, location, officiant, staffing, and fees must be confirmed before plans are finalized.

2 Pastor and Church Personnel

- A Roberts Park pastor ordinarily officiates. Another ordained United Methodist clergy person may participate or officiate only after consultation with and invitation by the senior pastor. The assigned pastor retains discretion regarding whether to officiate and the form of the service.
- The couple is responsible for scheduling required meetings with the assigned pastor, including premarital conversations and ceremony planning. These meetings should occur before the final meeting with the wedding coordinator.

- The Roberts Park wedding coordinator directs the rehearsal and all non-liturgical aspects of the wedding day. The officiating pastor directs the worship service. A private wedding planner or consultant must coordinate with them and may not supersede their direction.
- An assistant wedding coordinator is required when either partner has more than six attendants, or when the church determines that the size or complexity of the event requires additional support.
- The church musician and any guest musicians must follow Section 11. The church's facilities staff will complete the standard setup and cleanup included in the fee. Excessive cleanup, damage, or additional time may be charged against the deposit or billed to the couple.

3 Decorations and Flowers

Please copy and give this section to your florist.

All plans remain subject to the wedding coordinator's approval and applicable fire and building-safety requirements.

- Do not use tape, nails, tacks, staples, wire, adhesives, or fasteners that may mark or damage walls, woodwork, floors, pews, furnishings, or fixtures. The coordinator must approve any attachment method.
- The cross, altar furnishings, and seasonal or liturgical decorations remain in place and visible. Furniture may not be moved without approval.
- Modest floral arrangements, greenery, a unity candle, or a sand ceremony may be used in approved locations. Decorations may not obstruct aisles, exits, accessibility routes, worship leaders, or sight lines.
- Only church-approved candleholders and dripless candles may be used. Open flames must remain attended, may not be placed in aisles, and may be prohibited if conditions or safety requirements warrant.
- Only artificial petals may be used indoors. Outdoors, bubbles or fresh flower petals may be used with prior approval and must be cleaned up promptly. Rice, birdseed, confetti, glitter, balloons, sparklers, fireworks, and non-biodegradable materials are prohibited on church property.
- A designated florist, decorator, or family member must remove all decorations and personal items immediately after the ceremony. Unclaimed items may be discarded.

4 Photography Video and Streaming

Please copy and give this section to your photographer and videographer.

The ceremony is worship; recording must be discreet and must not distract the congregation or impede movement.

- During the processional, photographers and videographers must remain behind the last occupied pew unless the coordinator approves another location. During the ceremony, photography and recording are limited to the rear, balcony, or another approved fixed location.
- No photographer or videographer may enter or place equipment in the chancel without advance approval from the officiating pastor and wedding coordinator.
- Flash photography is permitted during the processional and recessional but not during the ceremony. Quiet, non-flash photography may be permitted from approved locations.
- All equipment must be positioned and tested before guests arrive. Cords, stands, cases, lighting, and other equipment may not block aisles, exits, stairs, accessibility routes, or guest seating.
- Any livestream, church audiovisual support, or use of installed sound equipment must be arranged in advance and may involve additional personnel and fees.
- The church is not responsible for lost, stolen, or damaged equipment or personal property, except to the extent required by law.

5 Planning Worksheet and Marriage License

- Complete the wedding information worksheet provided by the coordinator. The final planning meeting confirms the processional, seating, placement of attendants, readings, vows, music, ceremonial elements, guest dismissal, and recessional.
- The couple is responsible for obtaining a valid marriage license and delivering it to the wedding coordinator no later than one week before the ceremony. The officiant will complete and return the license as required by Indiana law.

6 Preparation Rooms Personal Property and Accessibility

- The coordinator will identify approved preparation rooms. No other space may be used without permission. Room assignments may vary based on church programming, accessibility needs, and building conditions.
- Remove all valuables and personal belongings from preparation rooms before the ceremony. The church cannot guarantee secure storage and is not responsible for lost, damaged, or stolen property, except to the extent required by law.
- Tell the church office as early as possible about mobility, hearing, visual, sensory, or other accessibility needs so that reasonable arrangements can be discussed. Requests involving equipment, staffing, or building changes must be approved in advance.

7 Rehearsal

- Rehearsal time is scheduled with the wedding coordinator. All participants should arrive on time. A rehearsal ordinarily lasts no more than one hour.
- Only members of the wedding party, ceremony participants, and individuals assisting with logistics should attend unless the coordinator approves otherwise.
- Bring programs, readings, unity-candle items, and other ceremony materials to the rehearsal when requested. Do not leave attire, valuables, or other personal property overnight without express approval.
- Use the Vermont Street entrance from the east parking lot unless the coordinator provides different instructions. Parking in lots not owned or controlled by the church is at the vehicle owner's risk and may require separate permission.

8 Conduct Tobacco Alcohol and Controlled Substances

Smoking, vaping, tobacco use, alcoholic beverages, cannabis, and unlawful controlled substances are prohibited inside the church and on church property. The officiating pastor or wedding coordinator may require immediate compliance, remove an individual, delay the ceremony, or cancel the ceremony when conduct creates a safety concern or violates church policy. A ceremony will not proceed if either person being married is unable to give informed consent because of intoxication or impairment. Fees are not refundable when the ceremony is delayed or canceled because of a violation of this section.

9 Children Vendors and General Building Use

- Children must remain under the supervision of a parent, guardian, or caregiver designated by the couple. The church does not provide childcare under this policy. Any requested childcare space must be approved in advance, and the couple is responsible for all caregivers and arrangements.
- Outside vendors must follow church policies and the direction of church staff. The church may require a vendor agreement, proof of insurance, licenses, or other documentation appropriate to the service provided.
- Food and beverages are permitted only in approved areas. Water may be allowed in preparation rooms in closed containers. Nothing may be taken into the sanctuary or chapel without approval.
- Weapons are prohibited except as permitted by applicable law and church policy. Animals are prohibited except trained service animals or with advance approval.

10 Cancellation Emergency and Building Closure

- A cancellation made three months or less before the wedding date is subject to a $200 cancellation fee. Amounts paid beyond that fee and any nonrecoverable expenses already incurred by the church will be refunded to the payer.
- If the church must close or cannot safely host the wedding because of severe weather, utility failure, government order, building damage, public-health conditions, or another circumstance beyond its reasonable control, church staff will work with the couple to reschedule when feasible. The church's liability is limited to refunding amounts paid for services or space the church did not provide, except as otherwise required by law.
- The couple must promptly notify the church of a cancellation or requested date change. A new date is subject to availability, current fees, and a revised agreement.

11 Music and Worship

Music is an integral part of Christian worship. All music, readings, vows, and ceremonial elements must be consistent with the sacred character of the service and approved by the officiating pastor. The church musician approves musical selections and coordinates use of the organ, piano, and other church instruments.

- The couple must schedule a consultation with the church musician before confirming guest musicians, soloists, ensembles, accompaniment, or special equipment.
- Instrumental ensembles and solo instruments may be used when approved. Guest musicians must arrange any needed rehearsal with the church musician.
- Recorded music may be used only with advance approval and confirmed playback support. The couple is responsible for obtaining any permissions or licenses required for music, recordings, livestreams, or posted video.
- Guest musicians may not use the organ, piano, sound system, or other church equipment without advance permission.

12 Fees and Payment

The fee schedule below carries forward the amounts in the prior policy. The church should confirm these amounts when the date is reserved. Additional services or requirements approved after contracting will be added to the balance.

Item	Amount	Notes
Sanctuary use	$1,150	
Chapel use	$950	
Standard church personnel	$950	See allocation below
Assistant wedding coordinator	$150	When required
Additional building use	$50	Per half hour
Candelabra rental	$70 each	If available and approved
Refundable security deposit	$200	Due to reserve date

Standard personnel allocation: pastor $250; organist $250; wedding coordinator $250; facilities staff $150; greeter $50.

Standard ceremony totals, excluding the refundable deposit and optional or additional charges: sanctuary $2,100; chapel $1,900. The assistant wedding coordinator fee, when required, is additional.

- The $200 deposit and signed contract are due when the date is reserved. The remaining balance is due one month before the wedding.

- Make checks payable to R**oberts Park United Methodist Church** and mail or deliver payment to Jarrett Hill, Executive Director, Roberts Park United Methodist Church, 401 North Delaware Street, Indianapolis, Indiana 46204.
- After the wedding, the church will refund the security deposit to the payer, less approved additional time, excessive cleanup, damage, missing property, or other unpaid charges. If charges exceed the deposit, the couple is responsible for the balance.

13 Agreement and Policy Administration

The signed wedding contract incorporates this policy. The senior pastor, Executive Director, and wedding coordinator may interpret and administer the policy within their respective responsibilities. Any exception must be documented and approved by the person authorized to grant it. The church may update this policy and fee schedule; the version incorporated into a signed contract governs that reservation unless the parties agree otherwise in writing.

Wedding Contract

Roberts Park United Methodist Church

401 North Delaware Street | Indianapolis Indiana 46204 | 317 635 1636

Partner 1 legal name _____

Address _____

City state and ZIP _____

Phone _____

Email _____

Partner 2 legal name _____

Address _____

City state and ZIP _____

Phone _____

Email _____

Wedding date _____

Ceremony start time _____

Rehearsal date and time _____

Space	Sanctuary [ ]	Chapel [ ]
Base ceremony fee	$2,100 [ ]	$1,900 [ ]
Assistant coordinator	Required [ ]	Not required [ ]
Other approved charges	$ _____	Description _____
Refundable deposit received	$200 [ ]	Date _____

Agreement

We have received and read the Roberts Park United Methodist Church Wedding Policy revised September 2026. We agree to the policy, the confirmed fees and charges shown above, and the direction of the officiating pastor and church wedding coordinator. We understand that the date is reserved only after the church receives this signed contract and the required deposit.

Partner 1 signature _____

Date _____

Partner 2 signature _____

Date _____

RPUMC wedding coordinator _____

Date received _____

Church use

Pastor assigned _____

Wedding coordinator assigned _____

Executive Director approval if needed _____