

# RICHLAND LUTHERAN CHURCH

## Wedding and Reception Facility Request

### IMPORTANT

Richland Lutheran Church receives many facility use requests throughout the year. In order to ensure the date you wish to be married is secured, complete this form and submit it to the church office as soon as possible. Until this form is submitted and approved, your date is not confirmed—even if you have determined pastor availability.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Bride's Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Eve Phone \_\_\_\_\_ Email \_\_\_\_\_

Wedding Date/Time \_\_\_\_\_ Rehearsal Date/Time \_\_\_\_\_

Reception Date/Time \_\_\_\_\_ Officiating Pastor \_\_\_\_\_

### FACILITY REQUEST

(check all that apply)

#### WEDDING/RECEPTION REQUEST

- Sanctuary (seats 300 guests comfortably)
- Chapel (seats 50 guests comfortably)
- Friendship Room (bridal party dressing area – women)
- Nursery (bridal party dressing area – men)
- Prince of Peace Fellowship Area (accommodates up to 200 with tables and chairs, more without)
- Videotaping of ceremony by Good News Media Ministry (additional charge)

Believing God has called us to join in holy matrimony, it is our desire to wed in a Christian ceremony reflecting the reverence of the occasion at Richland Lutheran Church. We have read the guidelines for weddings and receptions, and we agree to respect the desires of the congregation by adhering to their expectations and responding enthusiastically to pastoral leadership and guidance throughout the process.

Bride \_\_\_\_\_ Date \_\_\_\_\_

Groom \_\_\_\_\_ Date \_\_\_\_\_

RLC Representative \_\_\_\_\_ Date \_\_\_\_\_

**Forms should be submitted at least two months prior to the wedding and may be mailed or faxed:  
Richland Lutheran Church -- 901 Van Giesen – Richland, WA 99354 or faxed to: 509-943-5383**

Distribution:	Officiating Pastor	Bride and Groom	RLC Office
	RLC Wedding Coordinator	RLCW Reception Coordinator	