

SECURITY DEPOSIT CHECK LIST

Wedding Party: _____

Date: _____

- All trash removed from dressing area, bathrooms, sanctuary, and foyer.
Example: tissues, wrappers, garment bags, runner, flower boxes.
Please put all trash in garbage can.

- All personal items removed. Example: hangers, cameras, purses, shoes, extra programs, etc.

- Wedding décor brought in by wedding party must be removed. **Do not leave for florist to pick up on Monday.**

- Any damage to church property, building or contents. Tables, chairs, etc. moved back in place.

- Food and beverages brought to church.

- Alcohol consumed on premises, wedding party under influence.

- Wedding is booked for two hours prior and two hours after the scheduled time of ceremony...was everyone out by scheduled time

- Children under supervision for rehearsal and wedding (they are not to play with the sound system, piano, or organ)

- Unity of Kalamazoo is a smoke free. (building & grounds)

COMMENTS: