



Congratulations!

Your wedding day and the weeks leading up to it is one of the most significant times in your life. Having chosen to spend your life with someone through the covenant of marriage, it is our hope that you would keep Jesus at the center of your marriage and of your home. We are honored that you would decide for us to be a part of your wedding!

In the beginning God created man and women and joined them together as husband and wife. It was His design that they complement each other in life's journey. Since God designed the marriage relationship, it just makes sense that He knows best how to build and strengthen it.

We want this to be the best possible experience for you so have provided this document to help you as you begin to organize your wedding and lay the foundation of your life with your soon-to-be spouse.

The following pages will give the guidelines, policies, and procedures for weddings at Oakbrook. It will also outline the steps taken and fees necessary to complete the process. If you have any questions at any time please do not hesitate to call for clarification.

Oakbrook Church
3409 South 200 West
Kokomo, Indiana 46902
765-455-1100
oakbrookchurch.com

WEDDING SPIRITUAL GUIDELINES

At Oakbrook we value conversations more than positions so all of these guidelines can be talked through with a Pastor.

1. Both the Bride and Groom must go through Pre-Marital counseling at Oakbrook Church or an approved alternative.
2. The Bride and/or Groom must be a regular attender of Oakbrook Church. Or immediate family of a regular attender. A regular attender is someone who attends at least 2x/mo.
3. We reserve the right to not marry a couple if one person is a Christian and the other is not (2 Corinthians 6:14). We will first meet to discuss the situation.
4. We reserve the right to not marry a couple who is living together or is involved in a physical relationship (Galatians 5:19; Ephesians 4:22-24). If you are in this situation we would love the opportunity to discuss your specific situation with you.
5. We will not marry a couple under the age of 18 if either person does not have the blessing of his/her parents.

The Process

1. Read this document
2. Inquire about your date &/or facility availability online at oakbrookchurch.com/weddings
3. Once you receive a confirmation of your available date, submit your application & deposit online at oakbrookchurch.com/weddings

Once your application has been approved you'll receive notification with next steps.

PLEASE NOTE: Only continue reading if you need an Oakbrook Kokomo or Flora facility. If you're interested in only a pastor you're all set to fill out the enquiry form at oakbrookchurch.com/weddings

Facility Information (If applicable)

1. Requests to use any Oakbrook facility will be granted based on facility and personnel availability.
2. Weddings will not be scheduled more than 18 months in advance.
3. The wedding and/or rehearsal will be reserved on the church calendar after the (a) approval of the wedding application and (b) receiving your \$200 non-refundable deposit (taken with application)
4. Once the facility is reserved, further arrangements will be made with the Wedding Facility Coordinator. They will contact you to make an appointment to complete a wedding planning worksheet.

Oakbrook Kokomo Facilities:

Main Auditorium: Seats 776 * Full Audio/Visual Support available (Sound/Lighting/Video)

The Village/Cafe: Seating can vary *limited Audio/Visual support available

The Warehouse: Seats 250 * Full Audio/Visual Support available (Sound/Lighting/Video)

Restrooms, various other rooms for changing, staging (assigned by Wedding Coordinator)

Oakbrook Flora Facilities:

Main Auditorium: Seats 275 * Full Audio/Visual Support available (Sound/Lighting/Video)

Classrooms: available for changing, etc.

KOKOMO WEDDING FEES

Main Auditorium Wedding & Rehearsal Package: \$1200

Wedding Facility Coordinator, Oakbrook Pastor, Custodial Services, Sound & Light Technician, changing & dressing rooms

Main Auditorium Wedding & Rehearsal Package 2: \$2500

Wedding Facility Coordinator, Oakbrook Pastor, Custodial Services, Sound & Light Technician, changing & dressing rooms. *Also Included: Video Crew & HD recording of ceremony*

Village Wedding & Rehearsal: \$500

Wedding Facility Coordinator, Custodial Services, changing & dressing rooms, Chairs & Tables

The Warehouse Wedding & Rehearsal: \$600

Wedding Facility Coordinator, Custodial Services, changing & dressing rooms, Sound Technician, Chairs & Tables

ADD: Village/Cafe Rental: \$300

ADD: The Warehouse Rental: \$400

ADD: Oakbrook Pastor: \$250

ADD: Audio Tech in The Warehouse or Village/Cafe: \$35/hr

FLORA WEDDING FEES

Main Auditorium Wedding & Rehearsal Package: \$750

Wedding Coordinator, Oakbrook Pastor, Custodial Services, Sound & Light Technician, changing & dressing rooms

The Wedding Facility Coordinator

Oakbrook provides a Wedding Facility Coordinator for every wedding at one of our facilities. The coordinator will be your contact through the planning process and will make sure everything goes smoothly at the church during your rehearsal and on the day of the wedding itself. They are who you ask about where a table is or an outlet to plug in your phone.

If you will be working with your own Wedding Coordinator please place them in contact with Oakbrook's Wedding Facility Coordinator once you book your wedding.

FACILITY WEDDING POLICIES

1. The use of the facilities, equipment, church furnishings, and necessary wedding personnel will be arranged through the Wedding Coordinator. Wedding parties are not permitted to move or remove any church belongings without permission from the Wedding Coordinator.
2. All rehearsal will begin promptly at the time scheduled.
3. The facility will be open at the time determined by you and the Wedding Facility Coordinator based on the information filled out on the wedding planning worksheet. Vendors with equipment to drop-off or pick-up following the ceremony should schedule with the Coordinator.
4. The sound, video and lighting systems may only be operated by an Oakbrook Technician.
5. If musicians are needed for the ceremony, the Wedding Facility Coordinator can assist you in contacting members of the Oakbrook Music Team. Please note musicians set their own fees for service.
6. No alcoholic beverages or smoking are allowed in the building or on church grounds. No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or the wedding.

7. Birdseed, bubbles, and other biodegradable materials may be used, but must be distributed and thrown outside the building only. Confetti is not permitted.
8. The wedding party is responsible for removing all personal decorations and belongings from the building immediately following the ceremony. The wedding party also assumes TOTAL responsibility for damages to the building and/or property. If damages are found, a bill will be issued for replacement or repairs.
9. Immediately following the Wedding and/or reception the wedding party is responsible for removing any personal decorations or belongings used in the reception before the custodians begin to clean-up.
10. The wedding party is responsible for clean up outside of typical custodial services. (These include cleaning restrooms, emptying normal trash, vacuuming)