

# On-Campus Ceremony Guidelines



Congratulations! A wedding is a momentous and sacred occasion during which a man and a woman come together before God and take vows that will unite them in life. We are honored to partner with you for this special event. Please note that any reception or additional gathering will need to be held at another location.

## Eligibility

We offer on-campus ceremonies to those couples whose home church, or their parents' home church is The Ark. Evidence of at least one of the following is required at the time your wedding application is received: a minimum of six months of attendance, volunteering, and/or giving.

## Ceremony Days and Times

- Friday Options: 11:00am, 3:00pm, or 6:00pm
- Saturday Options: 11:00am or 3:00pm
  - Weddings will not be scheduled during holiday weekends, including Easter, Mother's Day, Memorial Day, Independence Day, Labor Day, or between the second week of November and New Year's Day.

## Ceremony Fees

- **Choice of space**
  - Prayer Room: \$900
    - Seats up to 50 guests
    - Audio/Video not available
  - Chapel: \$1,500
    - Seats up to 200 guests
    - Includes basic audio/video
- **Pastoral Fee: \$300**
  - On-campus ceremonies will be officiated by an Ark Church pastor
- **Security Deposit: \$250**
  - Will be refunded by check after ceremony
  - Will be forfeited if damage occurs to any part of the church facility or property, or if there is a breach of contracted timeframe
- **Extra time:** wedding preparation, such as rehearsal, decorating, etc., can be scheduled for an additional fee
  - Max of two additional hours: \$250 per hour

## **Fees cover:**

- Either the Chapel or Prayer Room for 4 hours
  - Includes start to finish, setup, dressing, photography, and teardown
- An Ark Church Production Team member onsite to facilitate audio/video needs for ceremonies scheduled in the Chapel
- Dressing area for the bride
- Dressing area for the groom
- Custodial services for the ceremony space, dressing rooms, hallways, and restrooms
- An Ark Church Ceremony Coordinator from the date of contract through the wedding
  - Your Ceremony Coordinator is not a Wedding Planner but will assist with questions and the coordination of our staff/facilities and your chosen vendors

## **Marriage License**

- The bride and groom must purchase a marriage license to have a legally valid wedding in the State of Texas.
  - For more information on applying for a marriage license, visit [www.mctx.org](http://www.mctx.org) or call the Montgomery County Clerk's office.
  - A Texas marriage license must be obtained at least 72 hours prior to the wedding ceremony and is only valid for 90 days.
  - You can receive a certificate for \$60 off the cost of your marriage license when you complete our premarital class.
- You are responsible for providing your original marriage license to the officiating pastor or their administrative staff at least two weeks prior to your wedding date.
  - The ceremony will not be performed without a valid marriage license.
- The Ark Church will submit your completed marriage license to the courthouse for filing after the ceremony.

## **Marriage Support**

- The Ark Church offers a premarital class that teaches helpful skills for a new marriage, including communication, problem-solving, conflict management, and more.
- After completing the premarital class, you will receive a certificate for \$60 off the cost of your marriage license.
- The Ark offers various groups and marriage mentoring throughout the year to help strengthen and support your marriage. Please visit [www.thearkchurch.com](http://www.thearkchurch.com) for details.

## **Your Next Steps**

- Submit your ceremony dates for consideration by completing an application at [www.thearkchurch.com/weddings](http://www.thearkchurch.com/weddings)
- If you'd like to schedule a tour before applying, please email your request to [info@thearkchurch.com](mailto:info@thearkchurch.com)