

**SEVENTH-DAY ADVENTIST, KENYATTA UNIVERSITY
CHURCH
[KUSDA]**



WEDDING POLICY

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1. INTRODUCTION

Marriage is the foundation of human society and was divinely established in Eden and affirmed by JESUS to be a lifelong union between a man and a woman in loving companionship. KUSDA church recognizes and is pleased to provide the church facilities with the hope and prayer that the wedding ceremony will be a sacred experience and the marriage will be a happy and fulfilling union and a blessing to God.

„Let every step toward a marriage alliance be characterized by modesty, simplicity, sincerity, and an earnest purpose to please and honor God“ (*Ellen G. White, Ministry of Healing page 359*).

The wedding ceremony is a sacred service, not a time for hilarity— “It has always seemed so very inappropriate to me to see the marriage ordinance associated with hilarity and glee and a pretense of something. No. It is an ordinance ordained of God, to be looked upon with the greatest solemnity. As the family relation is formed here below, it is to give a demonstration of what they shall be the family in heaven above. The glory of God is ever to be made first” (Ellen G. White, Adventist Home page 100).

Weddings should be conducted without display and extravagance—“Marriage ceremonies are made matters of display, extravagance, and self-indulgence. But if the contracting parties are agreed in religious belief and practice, and everything is consistent, and the ceremony be conducted without display and extravagance, marriage at this time need not be displeasing to God” (Ellen G. White, Adventist Home page 100).

Kenyatta University Seventh-Day Adventist Church Board may reserve the right to modify this Policy at any time without notice.

2. WHO MAY CONDUCT WEDDINGS IN THE CHURCH?

Only Seventh-day Adventist church pastors are authorized to officiate at weddings in the church. Generally, the bible encourages marriages between, **man and woman ONLY**, who are of the same denomination in accordance with the biblical guidelines.

3. PREMARITAL PASTORAL COUNSELLING

The parties are urged to participate in counseling sessions conducted by the officiating pastor or designee. These sessions are specifically designed to enrich the marriage relationship which is a blessing to GOD.

4. PURPOSE OR RATIONALE FOR THE POLICY

The purpose of this Policy is to enhance the quality of the services and to protect KUSDA Church, its members, its visitors, its community as a whole or anyone who uses or enters its property from illegal and unbiblical practices and principles.

It is to be used to coordinate a smooth flow of operation throughout the function. Each user should use common sense and good judgment when using the facilities.

5. PROHIBITED USAGE

The KUSDA Church prohibits the usage of its facilities and property for the following:

- 1) To promote any illegal activity under local or state law.
- 2) To go against the beliefs and principles set by the Seventh-day Adventist Organization.

6. RESERVATION OF RIGHTS

The KUSDA Church Board also reserves the right to approve or disapprove all weddings, banquets, meetings, gatherings or assemblies related to weddings on its property and may modify this policy at any time without notice.

7. CHURCH CALENDAR

The Church maintains a church usage calendar which contains information on activities, programs and meetings held at the facilities of the church.

The Church board reserves the right to make adjustments to your request in case it coincides with any church activity in relation to your request.

8. REQUEST FOR USAGE

- 1) Facilities will not be available for rental during the Sabbath hours or during scheduled programs of worship.
- 2) Availability is based on the priority in which it is received and availability of space based on existing programs.
- 3) All requests for usage should be made not later than 60 days (2 months) prior to the event in writing.
 - However, in emergency circumstances KUSDA Church board may override the 60-day rule, but the application request form must be filled.
- 4) All programs must fall within the guidelines of the Seventh-day Adventist Organization principles, beliefs and standards.
- 5) The church will be available only to all who desire a religious wedding ceremony whether they are of our congregation or another Seventh -

day Adventist church. However, they must be affiliated to Kenyatta University either as students, associates or members of staff.

When a couple with different religious beliefs (non-SDAs) requests the use of the facility for a wedding ceremony, our general policy is to deny the request.

Failure to comply will result in immediate termination of program. All requests for usage must be made in writing. Application must be completely filled out and signed.

9. GUIDELINES FOR USAGE OF CHURCH FACILITIES

- 1) The wedding party must refrain from loud talking and laughing and behavior that are crude or suggestive.
- 2) No dancing or secular music is permitted.
- 3) Trash is to be taken out to the designated area outside the building unless specified by the Deaconry Department.
- 4) Furniture is to remain in the approved designated area.
- 5) The use of glue, nails or tacks to attach decorations to the furniture, fixtures and walls is strictly forbidden.
- 6) All decorations should be removed immediately after the event.
- 7) The use of candles is allowed only if they are contained in a receptacle designed for them to prevent dripping on the floor. In addition, the carpet/floor area under candle stands must be covered with the approved material. *Candles with large open flames are forbidden.*
- 8) To maintain the dignity and respect for all worship services, proper attire must be worn in the sanctuary at all times.

- 9) Profanity is forbidden on the church property.
- 10) Church-owned musical instruments may be used only with permission of the Director of Music and the Church Board. The music must be suitable to the occasion and should glorify God.
- 11) No alcoholic beverages, illegal drugs or smoking is permitted on the church property.
- 12) Foods served during the reception in the church compound must be in accordance with the Adventist health message. Use of non-vegetarian foods is not allowed.

10. CUSTODIAN OF THE FACILITIES' KEYS

The facilities have two types of keys;

- a. Entrance key – opens into the main church.
- b. Annex keys – only opens the designated annex rooms.

KUSDA Church Head Deacon and elders are the custodians of all keys for the church.

Each person possessing a key to the facilities agrees that the key will remain under his or her control and not to be given to anyone who is not authorized.

11. CHARGES

- 1) A constant refundable fee of 3000/= shall be required for all wedding events (excluding Sabbath unions) before any venue preparations are done. This is meant to cater for any damages or cost of correcting anything caused by breach of contract. In case of no such occurrences, the full amount shall be refunded (two weeks after the wedding).

2) Church booking fee: (non-refundable)

- a. Sabbath Union _____ Free
- b. Both are current KUSDA members----- 3,500/=
- c. At least one is a KUSDA associate or member-----3,500/=
- d. Both are non – KUSDA members----- 15,000/=
- e. Cleaning _____ 5,000/=
- f. Public Address System ----- 2,500/=

3) Reception fee;

Those requesting to use the church grounds for reception will pay as follows;

- a) Both are current KUSDA members-----5,000/=
- b) At least one is a KUSDA associate or member-----5,000/=
- c) Both are non-KUSDA members-----15,000/=

NOTE:

- Those not affiliated to Kenyatta University as students, associates or staff shall not be allowed to wed in the church. This is in accordance to the varsity policy. However, should the request be made to the varsity administration and consequently approved, the provisions of this policy shall apply thereto.
- Reception will be allowed in the church ground as long as the couple is willing to comply with the agreement stated in this policy. Charges to this effect are as indicated in Section 11(3) above.
- The couple shall take responsibilities for any damages to church property in the event of the wedding.

**DECLARATION OF COMPLIANCE WITH THE REQUIREMENTS OF THE KUSDA
WEDDING POLICY ON APPLIANCE FOR USAGE OF KUSDA CHURCH AS A
WEDDING VENUE**

**I of ID No.....having
carefully and reasonably considered the provisions of this policy, undertake to
comply with the requirements herein in respect to all matters reasonably incidental
thereto and prove compliance forthwith. Further, I make this declaration
conscientiously believing the same to be true to the best of my knowledge in
respect to this policy.**

Declared on this day of, 20

Signature

**Note: Upon receipt of this policy and vivid scrutiny, you are required to fill this
form, scan and send to kusdac@gmail.com upon which a subsequent
communication for approval shall follow forthwith.**

APPLICATION FORM

Contact Information

Name of Contact Person:

Cell Phone:

E-mail:

Request Information:

Date(s) Requesting:

Start Time:

End Time:

Total Number of Expected Guests:

FOR OFFICIAL USE ONLY

Approved:

Denied:

Reason(s):

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Name:

Signature:

Date:

KUSDA OFFICIAL STAMP

