

## **Reservation Process**

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The steps below are provided to give you a better understanding of the reservation requirements. This will assist you in securing your wedding date in a timely manner and help make your wedding a memorable experience. It is highly recommended that you give this process at least a 3 month lead time. Please don't order or have invitations made until your wedding is approved by the pastor.

**Wedding Request Form:** After you have read through all the information fill out and submit your

**Wedding Application** application and your non-refundable \$50 deposit.

**Pre-Marriage Questionnaires:** Fill out and return the questionnaires (the document is provided when you fill out the application). When we receive your individual questionnaires they will be given to the pastor you have requested on the wedding form or a pastor we assign to you.

**Pre-Marriage Consultation Appointment:** A pastor will contact you within two days of receiving your questionnaires. Please contact our office immediately at (616) 534-4923 if you are not contacted within 2 days.

**Final Approval:** When the wedding office receives pastoral approval to marry you. We will submit your requested wedding date and room reservations to the ResLife Facilities Department. *It is not until the building reservation is submitted and confirmed that we can guarantee the availability of the date you request. (Please note that when we receive your application we will check for availability right away. But the date will not be secure until we have pastor approval).*