

# BUILDING USAGE POLICY

The building may be reserved by special approval of the church board. The Facilities Ministry Team of the board may act as its representative if a decision must be made before the convening of the official board. The following guidelines apply:

1. The building will only be reserved by persons or parties who are related in some way to the local church.
  - a. This may be inclusive of district or general church inquiries.
  - b. Exception may be granted for the cause of community relations.
2. The Information and Policy Guidelines for Wedding Arrangements will be followed at each point that is applicable.
3. Donations are welcomed. There are no set fees or standardized suggested amounts, and we do not make any regular arrangements with any party. This is because “rental” of any type of the church facility could jeopardize our legal exemption from property taxes. However, we can accept donations and appreciate greatly the thoughtfulness of such gifts.

## INFORMATION AND POLICY GUIDELINES FOR WEDDING ARRANGEMENTS

The wedding ceremony is one of the most sacred rites of the church. It is the desire of the pastor and the church family to make every ceremony a beautiful and worshipful experience. We want to extend to each wedding party every possible courtesy and assistance. Therefore, we offer the following information. Please read it and observe it in planning for your wedding.

## FACILITIES

1. The church facilities are available for weddings to church members and the immediate families of church members without any contribution, except for the cleaning of the facilities.
2. The church facilities are available to nonchurch members who have an established relationship with the church as determined by the Facilities Ministry Team. A contribution for the use of the church is suggested.
3. Church facilities are not available for weddings and related events to people who do not have an established relationship with the church.
4. A custodial fee for additional custodial services will be required, to be determined as follows: a minimum of \$30 or \$7 per hour, whichever is greater. The minimum fee is to be paid five days in advance with any additional charge to be billed later.
5. The anticipated date and arrangements must be cleared with the pastor before the wedding is entered on the church calendar. An appointment should be made with the pastor for this purpose as early as possible.
6. Those using church facilities must accept full responsibility for any damage to the building or equipment incurred during that use. Access for the wedding party should be arranged with the staff minister in charge.
7. All guidelines are subject to review by the pastor and the Facilities Ministry Team.

## MINISTERS

1. A staff minister will participate in all weddings conducted in the church.
2. Ministers other than the current ministerial staff of the church may also participate in such weddings; however, such arrangements must be approved by the pastor prior to contact with the other minister.
3. Ministers in the church may only perform wedding ceremonies for those having the scriptural right to marry. Where divorce is involved, the couple anticipating marriage should consult the pastor about the relationship of this position to their particular situation.
4. The staff minister in charge will interpret any parts of these guidelines and will determine procedure for any item that may come up that is not included herein.

## **PREMARITAL COUNSELING**

1. A minimum of three premarital counseling sessions conducted by the participating staff minister will be expected of all couples.
2. These sessions should begin as early as possible after engagement and at least three months prior to the anticipated wedding date.

## **MUSIC**

1. Since the church is equipped with an organ, it is strongly recommended that one of our church's regular organists be used.
2. Arrangements for any other organist must be cleared by the Music Ministry Team prior to any contact with that organist.
3. A minimum fee of \$50 is recommended for the organist. A definite fee should be agreed upon with the organist prior to the wedding.
4. All music used within the ceremony should be in keeping with the sacredness and dignity of a church wedding. This is especially true of any vocal lyrics.

## **SOUND SYSTEM**

1. Where the use of the church sound system is desired for the musician and/or ministers, it is recommended that arrangements be made with one of the current sound engineers.
2. It is customary to offer a remuneration for the technician's services.

## **PHOTOGRAPHS**

1. We request that the photographer (or family or friends) not in any way detract from the sacredness of the ceremony by their movements. A photographer should never move in front of the couple or onto the platform during the ceremony.
2. Flash pictures should not be taken after the wedding party has entered and the ceremony has begun.
3. Arrangements can be made to pose for any other pictures desired following the ceremony.

## **FLORAL DECORATIONS**

1. All floral decorations are the responsibility of the wedding party.
2. Florists should check with the church office before decorating the church as well as arranging for access to the building.
3. Only dripless candles may be used to prevent wax on the carpet; a protective covering under the candelabras is required.
4. All rented equipment must be removed as quickly as possible and not later than the week following. The church does not own candelabras, kneeling rail, and so forth.

## **ANNOUNCEMENTS**

If desired and specifically requested, wedding announcements may be printed once only in the church newsletter and/or worship folder. Such announcements may be read only once from the pulpit upon request.

## **RICE AND BIRDSEED**

1. Rice and birdseed throwing must be restricted to the outside of the building.
2. The kitchen facilities may be used with the understanding that the kitchen and all equipment used are to be left clean and in good working order.

3. If it's church policy, no alcoholic beverages are to be used at any time in any way, nor are there to be any tobacco products used anywhere on the church facilities or on the church property. The bride and groom will make these rules known to all members of the wedding party.

Note: It is the responsibility of the wedding party to see that all furnishings moved for any reason due to the wedding—whether in the sanctuary, fellowship hall, or other facilities—are returned to their original order following the wedding.