

FACILITY RESERVATION REQUEST WEDDING

CHURCH OWNED FACILITIES

PURPOSE

All buildings and equipment of St. Mark Presbyterian Church are available for use by any member or group that is approved and/or sanctioned by the Session. Usage is not to be used for any commercial purpose, but for the glory of God and the good of the community.

REQUEST FOR USAGE

A Facility Reservation Request Form (the “**Form**”) must be completed using (1) the Form provided by the Church secretary or (2) the Form on the Church website. Forms will be submitted in a timely manner. Final approval or denial is made by the Session.

RULES FOR USAGE

It is to be understood that the Church property is to be respected at all times. Specific rules are provided in this “Church Owned Facilities” section. The person signing the Form is personally held responsible financially for any damage in excess of security deposit.

FEES

- Church members have use of Church facilities at no cost or in special cases will be charged a fee determined and approved by the Session. Rental time is limited to eight hours within a twenty-four (24) hour period.
- Rental of the Family Center (if available) shall be a flat fee of \$500 which includes a \$300 returnable security deposit for two (2) hours usage. A flat fee of \$100 per hour or any part of an hour will be charged thereafter.
- Rental of all other buildings or rooms for general use shall be a minimum rate of \$50 per hour/per room or any part of an hour thereafter.
- Rental of all other buildings or rooms for weddings, rehearsals, and receptions shall be a minimum rate of \$50 per hour/per room or any part of an hour thereafter. A building deposit will be required based on the number of rooms rented and the rental time. A \$150 cleanup fee is also required.
- Any and all fees charged for use of any Church property are negotiable and can be changed at any time by action of the Session.

POLICY

No property will be removed from St. Mark Church facilities at any time without the approval of the Session. Great care is to be used at all times when enjoying the use of the buildings and equipment.

THE CHRISTIAN WEDDING

A Christian wedding is above all else an act of worship not an elaborate social event. It is a service of praise and adoration to Almighty God, who hears individuals' vows to each other and to Him, and promises to strengthen and guide them in the holy relationship of Christian marriage. This is what distinguishes the Church wedding from a secular ceremony and influences the way the wedding is conducted.

When a couple seeks to be married in St. Mark Presbyterian Church, it is assumed the marriage ceremony is for the purpose of having the union blessed by God and to establish a Christian home. It will conform to the Faith and Order of the Presbyterian Church. The Session has prepared these guidelines for persons desiring wedding services in the Church.

PLANNING AND PREPARATION: The minister will provide the couple with suggested orders of worship, which may be used as guidelines for the planning of their own wedding service.

1. The prospective couple should arrange for premarital counseling with the minister of St. Mark at least two months prior to the wedding. They must spend a minimum of five (5) hours in premarital counseling to determine that the couple is prepared to make their vows meaningful and have a sense of real commitment to each other and to God.
2. It is important that reservations for the exact times of both the wedding and the rehearsal be made as early as possible with the Church office. At that time, it should also be indicated if use of Church facilities is requested for the reception following the wedding.
3. Tentative dates may be checked by telephone but will not be finalized until arrangements are made in person and approved by the Session.
4. Weddings in December must not interfere with Advent or Christmas services or preparations.
5. No weddings or rehearsals may be scheduled to take place on the following:
 - Sundays (except as part of worship service)
 - Wednesday evenings
 - Holy Week
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Eve
 - Christmas Day
 - New Year's Eve
 - New Year's Day

The Facility Reservation Request Form should be completed and returned to the minister and the Church Office AS SOON AS POSSIBLE.

SELECTION OF MUSIC

Music has always been a part of the wedding service. It captures the mood of the occasion and awakens in the gathered congregation a sense of the significance of the marriage. Music should be of such a nature that it will add to the praise and glory of God.

A conference with the minister or the director of music must be arranged to select music appropriate for a Christian service. Only music consistent, both in TEXT AND SCORE, with the Christian faith as it is understood within the Faith and Order of the Presbyterian Church, is permissible. A growing selection of acceptable music is available from which choices may be made.

THE CHURCH ORGANIST, OR SOMEONE APPROVED BY HIM, ARE THE ONLY PERSONS AUTHORIZED TO PLAY THE CHURCH ORGAN.

Musical instruments other than the Church organ or piano must be approved by the minister and the director of music. No electrically amplified instruments will be played through the Church speakers.

REHEARSAL AND WEDDING

A time should be selected for the rehearsal when ALL members of the wedding party can be present. The rehearsal should begin promptly at the scheduled time. Thirty (30) minutes should be enough for the rehearsal, and it should proceed in a quiet, dignified, and reverent manner. The minister will be in charge of both the rehearsal and the wedding. The couple should take their own parts in the rehearsal. No rehearsal will be conducted when any member of the wedding party is under the influence of drugs, including alcoholic beverages.

Since the wedding is a worship service, there may be congregational participation, mainly through congregational singing and corporate prayers. The Word of God may be read and briefly proclaimed. Whatever the form of the service, the heart of the wedding consists of vows which the couple affirm to each other and to God.

Rooms are available for the wedding party to dress at the Church. The time of rehearsal is early enough for the choice of rooms to be made.

DECORATIONS

Decorations need not be elaborate to be lovely. **SIMPLICITY IS ALWAYS IN GOOD TASTE.** No decorations will be permitted which obscure the symbols of the Christian faith, nor will a request for the removal of any of these be granted. No furniture or fixtures will be moved from the Church proper.

No means of attaching decorations to any furniture or fixtures may be used which will mar these in any way. Flowers, greenery, and candles which are used **MUST** be accompanied by a covering which will ensure no damage to the carpeting, etc.

The minister must approve all plans for decorating the sanctuary before decorations may be placed.

All decorations **MUST BE REMOVED IMMEDIATELY** after the service, and the sanctuary and reception area left "broom clean." **IN ALL INSTANCES, THE CHURCH FACILITIES AND PREMISES MUST BE LEFT IN GOOD ORDER.**

MISCELLANEOUS

- Smoking inside the building is forbidden.
- Alcoholic beverages shall not be served or permitted on the premises without the consent of the Session.
- Food or drink is not allowed in the Sanctuary or dressing rooms.
- The Church CANNOT ACCEPT delivery of any decorations or clothing and cannot be responsible for personal items (such as wedding dresses, purses, silver) brought to the Church.
- Bird seed will be used for throwing instead of rice. The throwing of bird seed will be confined to the asphalt parking area, since it damages the floor inside the building and is impossible to remove from the concrete pebbled entranceway. BIRD SEED IS NOT TO BE THROWN INSIDE THE BUILDING OR NEAR ANY ENTRANCES.
- Special attention should be given to the sanctuary when a wedding takes place on a Saturday. If a wedding is held on Saturday, and the couple wishes to leave the flowers for the Sunday worship services, the couple should notify the Church secretary.
- Building use is restricted to three hours for the sanctuary, for decorations and service, and five hours for the family center (if available), decorations and reception.

PHOTOGRAPHS

Since the wedding is a worship service, no photographs of any kind will be taken during the service. Opportunity will be provided for photographs to be taken after the service. This rule applies to ALL persons, including professional photographers, relatives, or friends. Members of the wedding are responsible for informing others of these regulations.

**FACILITY RESERVATION REQUEST FORM
WEDDING**

CONDITIONS: I have read the Church policy pertaining to this request and understand all of the rules to be observed while using Church facilities. I understand that all or part of the Property Deposit may be retained due to conditions stated in the policy. Furthermore, I verify that the Church will be reimbursed for any damage done not covered by the Property Deposit.

Printed Name

Signature

Date

Wedding Date Requested: _____

Start Time: _____

Number of People Expected: _____

Services Requested (check all that apply):

- Minister Organist Pianist Soloist(s)

Facility Requested (check all that apply):

- Sanctuary Family Center (if available) Parlor & Kitchen
 Other (specify below)

Rehearsal Date Requested: _____

Start Time: _____

Facility Requested (check all that apply):

- Sanctuary Family Center (if available) Parlor & Kitchen
 Other (specify below)

Name of Person Responsible: _____

Additional Information: _____

Address: _____

Phone: _____

Email: _____

(OFFICE USE ONLY)

Cleared on calendar _____

Property Deposit _____

Fee Paid _____

Signature