

FIRST UNITED PRESBYTERIAN CHURCH

406 North College Street

Charlotte, NC 28202

Phone: 704-376-8014/Fax: 704-376-8329

POLICIES AND PROCEDURES FOR WEDDINGS/RECEPTIONS (rev. 5/2011)

OFFICIANTS

It is expected that the pastor of FUPC will officiate. If a family desires to ask another clergy person to officiate or participate, such a desire will be made known to the pastor three (3) weeks prior to the wedding and the pastor will extend the invitation. The wedding license will be given to the officiating minister one week prior to the time of rehearsal.

COUNSELING

It is expected that at least three counseling sessions between the presiding minister and the prospective bride and groom will be held in order to examine the meaning of marriage and to make preparations for the wedding service. Couples are encouraged to participate in opportunities for marriage enrichment as they build their life together.

PHOTOGRAPHY

Photo finish pictures ARE NOT PERMITTED during the ceremony, which includes the procession. Flash pictures may be taken by the photographer as the bride and groom approach the rear during the recessional. The bride and groom are responsible to make this known to the photographer, family and wedding guests who may want to take pictures. Opportunity for photography will be made following the services. Video or audio taping of the ceremony is permitted provided that appropriate arrangements have been made with the church and the integrity of the wedding service is not compromised.

USER LIABILITY

The responsible party (parties) reserving and using the church premises and equipment is responsible for any damages which may occur during the course of the wedding rehearsal, rehearsal dinner, service or reception incurred relating to the group's activity. The responsible party will be responsible for restoring all spaces and equipment to the proper order. Anything not covered or non-specific in these policies that may be in dispute may be taken to the office contact or pastor. The pastor or office contact will arbitrate questions that may arise at the last minute.

FUPC will not be responsible for individual's lost, stolen or damaged property brought on the premises in conjunction with the approved use of event. FUPC will be responsible to provide the responsible party (parties) with a written estimate of repairs or damage at a reasonable market price within 10 days of the damage or loss as discovered or identified by FUPC.

Upon providing the responsible party with the written estimate, the responsible party will pay the resulting cost for the damage or loss within 10 days of providing the estimate to the FUPC office. **Payment should be in the form of cash or certified funds only.**

FEES

- **FUPC Members** (Refer to the *Fees and Procedures For Using FUPC Facilities* document for a detailed fee schedule.)
- **Non-Members:** A \$400 Deposit is required for non-member facility usage in addition to the facility usage fees on the *Fees and Procedures For Using FUPC Facilities* document.
 - The deposit will be used, if necessary, to cover damages incurred to the church facilities by the wedding party, or if there is an excessive amount of cleaning needed after the wedding (please refer to USER LIABILITY section for additional details).
 - Every one-half hour over the time limit will cost \$75.00 from the security deposit. A receipt will be provided at time of payment.
 - THE RESPONSIBLE PARTY WILL RECEIVE THE \$400 DEPOSIT (to be returned in ten (10) working days) IF the following is met:
 1. The church facilities are not damaged and left in original condition.
 2. Time limits are adhered to.

HOURS OF OPERATION FOR DECORATIONS AND DELIVERIES

- **For the wedding only:** Two (2) hours before the ceremony
- **For the wedding and reception:** Three (3) hours before the ceremony.

Applicants are required to coordinate the time of deliveries to fall within the aforementioned time frames. Please consult the Wedding Coordinator with any schedule conflicts or questions.

GENERAL GUIDELINES FOR USE OF ANY FUPC FACILITY

1. Once building use has been approved, church custodian should be contacted for set-up.
2. No alcoholic beverages are to be served on the premises.
3. Entrance doors should not be propped or left open at any time.
4. No tacks, nails or tape are to be used on the church furniture or walls.
5. **Parking** is restricted to the row adjacent to the Education Building. If additional parking is needed, please coordinate with the Wedding Coordinator or the Church Administrative Team.
6. No firearms or weapons of any kind are permitted.
7. Smoking is not permitted anywhere in the building at any time.

GUIDELINES FOR USE OF SANCTUARY

1. Absolutely no food or drinks may be taken into the sanctuary.
2. No rice or birdseed is to be thrown inside the sanctuary or in the church building.
3. No lighted candles in windows or under the cross may be used.
4. Drip-less candles are to be used in candelabra and a plastic cover must be placed on the floor under the candles to protect the floor.
5. Candles used may be battery operated.
6. All decorations are to be approved by the Wedding Coordinator before placement and must be completely removed immediately after the ceremony.
7. If decorations and accessories are not removed immediately, they will be disposed.
8. ALL music must be approved by the Pastor.
9. Dressing areas include choir rooms and doll room only.
10. The church sound system is to be operated by church authorized personnel only.
11. Furnishings **MUST NOT BE MOVED**. The foyer is considered to be part of the sanctuary. Any questions regarding this policy should be routed to the Wedding Coordinator.

GUIDELINES FOR USE OF EDUCATION BUILDING, KITCHEN AND PATIO

1. No food, paper serving items are to be left on tables, in restrooms, or on the floor.
2. All tables and chairs are to be returned to their original position.
3. All food and drinks are to be consumed in the Education Building.
4. No kitchen appliances or utensils are to be used. Ice machine is available.
5. The kitchen must be left in the condition in which it was found. The church does not supply cleaning materials.
6. All decorations must be removed immediately following event.
7. Use of kitchen must be supervised at all times by authorized church personnel.
8. Changing rooms will be limited to the uncarpeted classrooms in the education Building.
9. Approved caterers are required to bring their own supplies. Catering approval is obtained from the Church Administrative Team (with the assistance of the Wedding Coordinator).
10. Use of FUPC food stock pantry items is prohibited.

NON-MEMBERS

Upon the recommendation of the Pastor and the approval of the Session, persons who are not members of First United Presbyterian Church can host their wedding at the church. One or more of the following criteria should be met:

1. Either the bride or groom should be a relative of a member of First United Presbyterian Church.
2. The request is from another Presbyterian Pastor of church member.
3. The pastor of FUPC is requested to be the officiating minister.
4. Any other request would need to be evaluated by the Pastor and Session. (Refer to the OFFICIANTS section in this document for details.)