

# FIRST UNITED PRESBYTERIAN CHURCH

406 North College Street

Charlotte, NC 28202

## FACILITY FEES AND PROCEDURES

A deposit of four hundred dollars (\$400.00) is required upon approval of application for usage. All fees must be paid one (1) month before the event. The deposit does not apply to the fees for usage. If these fees are not paid on time, the contract between the parties will be null and void. Fees are not refundable if the church office is not notified in writing two (2) weeks prior to change

The following fees were approved by the Session/Trustee Board and were made effective on June 22, 2008. Please note that, for the purposes of this document, a member is defined as someone currently listed on the active role of First United Presbyterian Church, USA.

	<b>MEMBERS</b>	<b>NON-MEMBERS</b>
<b>Sanctuary</b>		
Funerals and Weddings (Includes one 2 hour rehearsal)	No Charge	\$750.00
<b>Education Building</b>		
(Non Church Related Activity) 4 Hour Time Limit	No Charge	\$100.00 / hour
<b>Sanctuary &amp; Education Building</b>	No Charge	\$1100.00
4 Hour Time Limit		
<b>Audio Technician</b>	No Charge	\$50.00
<b>Custodian</b>	No Charge	\$100.00
<b>Minister</b>	No Charge	\$250.00

## CONTACT INFORMATION

Church Office Contact	Mrs. Sherry Scott
Church Office Phone Number	704-376-8014
Church Fax Number	704-376-8329
Board Of Trustee Co-Chairs	Mr. Raymond Fair Mrs. Margaret G. Freeman

# **FIRST UNITED PRESBYTERIAN CHURCH**

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Charlotte, NC 28202

## **GENERAL PROCEDURES AND POLICIES WEDDINGS AND RECEPTIONS**

### **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 know 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.

### **TIME LIMITS AND FEES**

A \$400 Deposit is required for non-member facility usage.

Rentals:	Limited to four (4) hours
Wedding:	Limited to three (3) hours
Wedding and Reception:	Limited to six (6) hours

Every one-half hour over the time limit will cost \$75.00 which is payable to the security person on duty, in cash only. A receipt will be provided at time of payment.

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).

**THE RESPONSIBLE PARTY WILL RECEIVE THE \$400 DEPOSIT (to be returned in ten working days) IF –**

1. The church facilities are not damaged and left in original condition.
2. Time limits are adhered to.

## **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.*

## **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. No tacks or nails or tape are to be used on the church furniture or walls.
9. ALL music must be approved by the Wedding Coordinator and/or the Church Operations Ministry Team.
10. Dressing areas include choir rooms and doll room only.
11. The church sound system is to be operated by church authorized personnel only.
12. 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.
13. Doors should not be propped or left open at any time.
14. Once building use has been approved, contact is to be made with the church custodian for set-up.

## **GUIDELINES FOR USE OF EDUCATION BUILDING, KITCHEN AND PATIO**

1. No alcoholic beverages are to be served on the premises
2. No food, paper serving items are to be left on tables, in restrooms, or on the floor.
3. All tables and chairs are to be returned to their original position.

4. All food and drinks are to be consumed in the Education Building.
5. No kitchen appliances or utensils are to be used. Ice machine is available.
6. The kitchen must be left in the condition in which it was found. The church does not supply cleaning materials.
7. All decorations must be removed immediately following event.
8. Use of kitchen must be supervised at all times by authorized church personnel.
9. Changing rooms will be limited to the uncarpeted classrooms in the education Building.
10. Approved caterers are required to bring their own supplies. Catering approval is obtained from the Church Operations Ministry Team (with the assistance of the Wedding Coordinator).
11. Use of FUPC food stock pantry items is prohibited.
12. Doors should not be propped or left open at any time.

## **HOURS OF OPERATION FOR DECORATIONS AND DELIVERIES**

*For the wedding only:* Two (2) hours before the ceremony

*For the wedding and reception:* Three 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.

## **MISCELLANEOUS**

1. 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 Operations Ministry Team.
2. No firearms or weapons of any kind are permitted.
3. Smoking is not permitted anywhere in the building at any time.

## **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.

**ALL OF THE WEDDING POLICIES AND PROCEDURES AND FEE MUST BE MET FOR USE OF THE CHURCH. THE TIMED DEADLINE FOR USE OF THE SANCTUARY IS 8:00 pm.**

**FIRST UNITED PRESBYTERIAN CHURCH**

406 North College Street

Charlotte, NC 28202

704-376-8014

WEDDING and/or RECEPTION FACILITIES USE FORM

Date of Event \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_

We have scheduled a wedding, wedding/reception at FUPC by contacting \_\_\_\_\_ on \_\_\_\_\_ (Date)

Person submitting request \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Please Note: FUPC provides name of wedding director who will assist

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I have read the wedding information and fee schedule of FUPC and agree to adhere to the procedural policies, guidelines, and fees outlined wherein. I understand that the wedding couple or responsible party is responsible for any damage and/or excessive clean-up cost and overtime.

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Address to return deposit \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

**ACTION BY OFFICE STAFF**

\_\_\_\_\_ Have met with Wedding Facilitator \_\_\_\_\_

\_\_\_\_\_ Have met with Staff Member \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Date Received \_\_\_\_\_ Placed on calendar \_\_\_\_\_

FUPC Signature \_\_\_\_\_

**FIRST UNITED PRESBYTERIAN CHURCH**

406 North College Street  
Charlotte, NC 28202  
704-376-8014

WEDDING AND RECEPTION FACILITY USE AGREEMENT

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone #: Home \_\_\_\_\_ Office \_\_\_\_\_

Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Responsible party if different than applicant:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone #: Home \_\_\_\_\_ Office \_\_\_\_\_

Cell \_\_\_\_\_ E-mail \_\_\_\_\_

I (we) do hereby acknowledge that I (we) have been provided, read and fully understand the duties and responsibilities described in the Use of Building Procedures and Policies of First United Presbyterian Church, located at 406 North College Street, Charlotte, NC 28202. Telephone (704) 376-8014; Fax (704) 376-8329. As a user of the facility, I (we) agree that I (we) will obey all regulations while using the described facilities. I (we) agree to hold harmless the Owner and representatives from any and all liability for injury, including bodily injury, personal injury or property damage which may result from any person using the described premises, its entrances and exits, and surrounding areas, for user's purposes, regardless as to whether such injury or damage results from negligence of the Owner or Owner's representatives, or otherwise.

Responsible Party Signature \_\_\_\_\_

Cost applicable to Requested Use \_\_\_\_\_

Paid Application Deposit Fee \_\_\_\_\_

Balance Cost due in advance \_\_\_\_\_

Paid By \_\_\_\_\_

Posted to FUPC Calendar By \_\_\_\_\_ Date \_\_\_\_\_



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3. 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.
4. Candles used may be battery operated.
5. All decorations are to be approved by the Trustee Board, Church Operations Ministry Team, or other identified designee prior to placement and must be completely removed immediately after the event.
6. If decorations and accessories are not removed immediately, they will be disposed.
7. No tacks or nails or tape are to be used on the church furniture or walls.
8. ALL music must be approved by the Church Operations Ministry Team.
9. Auxiliary space (if needed) include choir rooms and doll room only.
10. The church sound system is to be operated by church authorized personnel only.
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11. Use of FUPC food stock pantry items is prohibited.
12. Doors should not be propped or left open at any time.

## **HOURS OF OPERATION FOR DECORATIONS AND DELIVERIES**

Deliveries, decorations, and other items related to set-up must be completed within a ***three hour time window*** before the event. Applicants are required to coordinate the time of deliveries to fall within this time frame. Please consult the Church Operations Ministry Team contact with any schedule conflicts or questions.

## **MISCELLANEOUS**

1. Parking is restricted to the row adjacent to the Education Building. If additional parking is needed, please coordinate with the Church Operations Ministry Team.
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2. The request is from another Presbyterian Pastor of church member.
3. Any other request would need to be evaluated by the Church Operations Ministry Team, Pastor and/or Session.

**ALL OF THE USE OF BUILDING POLICIES AND PROCEDURES AND FEE MUST BE MET FOR USE OF THE CHURCH. THE TIMED DEADLINE FOR USE OF THE SANCTUARY IS 8:00 pm.**

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406 North College Street  
Charlotte, NC 28202  
704-376-8014

**USE OF FACILITY REQUEST FORM**

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone #: Home \_\_\_\_\_ Office \_\_\_\_\_

Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Purpose for Requested Use of Facility \_\_\_\_\_

\_\_\_\_\_

Number of Guests \_\_\_\_\_

Starting Date and Time \_\_\_\_\_

Ending Date and Time \_\_\_\_\_

Requester requires use of the following

_____ Sanctuary	_____ Sanctuary and Education Building
_____ Education Building	_____ Kitchen
_____ Number of Chairs	_____ Number of Tables

Requested date open on FUPC calendar \_\_\_\_\_ YES \_\_\_\_\_ NO

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Responsible Party will present (on site) during the event – if different from the applicant

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone #: Home \_\_\_\_\_ Office \_\_\_\_\_

Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Application Deposit Fee (per FUPC fee schedule) \$ \_\_\_\_\_

Paid By: \_\_\_\_\_ Check # \_\_\_\_\_

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ YES \_\_\_\_\_ NO