

As the church is considered the house of God, it should be treated with respect and dignity. These guidelines are provided to clarify our expectations from you.

- Guests will confine themselves to those parts of the building in which their activity is being conducted. Any barriers erected by the custodian shall be respected. Children belonging to the wedding party or guests must be supervised by a responsible adult.
- Under no circumstances will keys to the church building be loaned out.
- We ask that there is NO food or drink in the sanctuary during rehearsal - pictures or the wedding.
- There will be NO alcoholic beverages consumed or served in the church or on the church property at any time or any use of tobacco on the church premises.
- Liability is assumed by the user for any breakage, or marring to the buildings or its contents when this damage is due to carelessness or recklessness. Use of the building implies the willingness to accept this responsibility. Cost will be replacement of the item or cost of repair.

### **Decorations**

- No nails, tacks, pins or tape may be used to fasten decorations of any kind to woodwork, church furniture, pews or the platform. Use rubber bands or pipe cleaners.
- No bird seed, bubbles or rice is allowed in the church.
  - Any use of items to shower the couple is to be discussed and approved by the wedding coordinator.
- All decorations are subject to approval by the Wedding Coordinator. Fire code regulations must be maintained.

### **Scheduling**

- The latest that a wedding may be scheduled is as follows:
  - Wedding Only:
    - 5:00 pm (Saturday)
    - 7:00 pm (Sunday - Friday)

- Wedding and Reception:
  - 3:00 pm (Saturday)
  - 6:00 pm (Other than Saturday)
- Any Saturday wedding activity will be scheduled so that the custodian will have ample time to prepare the building for Sunday worship services.
- Any wedding scheduled on Sunday or around holidays will need to be scheduled so as not to conflict in any way with any of the Sunday worship services giving the custodian adequate time to prepare the building for worship services. This would require approval from the Consistory. Staff availability will be a factor considered for such dates. Holiday weddings need to work in the plans of the staff involved. We strongly advise 6 months notification.
- All additional wedding activities other than the wedding and reception are subject to approval.

### **Rehearsal Dinner & Wedding Reception**

- The rehearsal dinner and reception must be arranged with the Wedding Coordinator.
- The rehearsal dinner must be concluded by 9:00 pm.
- Please bring your Marriage License to the rehearsal.
- It is essential for the Wedding Coordinator to be informed about who will be handling the lunch arrangements. If you plan to hire a caterer, we kindly ask that the Wedding Coordinator supervise the use of the church facilities.
- First Reformed church policy prohibits smoking and alcoholic beverages on the church premises.
- All paper products, coffee, cream, and sugar must be provided by the party renting the space.
- All surplus food is to be removed from the kitchen after the reception.
- No punch containing a red color is to be used.
- If anything needs to be removed from the walls of the Fellowship Hall for decorating, these items need to be replaced following the reception.