

Wedding Policy & Request for Use of Facilities

(Updated May 2022)

West Point Presbyterian Church

1002 5th Avenue

West Point, GA 31833

706.443.2260

The Elders and Membership of West Point Presbyterian Church recognize and acknowledge that the Covenant of Christian Marriage is ordained and established by God - a union between one man, and one woman, and that a wedding service is a worship service. Therefore the following guideline and regulations have been developed to ensure a meaningful, worshipful experience.

USE OF THE CHURCH FACILITIES

The West Point Presbyterian Church is private property. It is not, nor shall it be regarded as a "wedding venue." West Point Presbyterian Church is a Christian Church, and all activities shall be conducted in a Christian manner. Any party (or individual) who wishes to use our facilities must have a connection with our church (ie., you must be a member or related to a member, or be granted special permission for use by the Session). Both members and non-members must reserve any of our facilities, and request approval from the church Session. Therefore you are required to contact the church office as far in advance as possible and before any definite dates are set. You must complete a "REQUEST FOR USE OF FACILITIES" form and pay the appropriate fees in order to secure a date on the church calendar. To avoid any misunderstanding, there should be NO public announcement of time and place for the wedding until the requested date has been confirmed by the church staff.

WEDDING RECEPTION and/or REHEARSAL DINNER

Wedding receptions and rehearsal dinners may be scheduled for Davis Hall. As stated above, arrangements must be made by completing a "REQUEST FOR USE OF FACILITIES" form.

All serving items and linens must be furnished by the wedding party, and the facilities must be returned to the condition in which they were found. Alcoholic beverages and smoking are prohibited in the buildings and grounds of West Point Presbyterian Church.

SECURITY DEPOSIT & KEY

All parties or individuals requesting use of Church facilities are REQUIRED to pay a security deposit of \$250.00 to reserve our facilities and to obtain a church key. Remaining fees (minister, organist, cleaning, etc.) must be paid 30 days PRIOR to the wedding ceremony. The security deposit will only be returned after a full inspection of the facilities is made following the wedding ceremony/reception by an official of the church with a member of the wedding party, and only after the key is returned. Any violation of the West Point Presbyterian Church wedding policy will be considered grounds for non-refund of the security deposit.

PASTORAL SERVICES

The minister of the West Point Presbyterian church ***SHALL*** conduct ***ALL*** weddings at the West Point Presbyterian Church. It is the responsibility of the wedding party to speak with our Pastor to secure his/her services upon reserving the facilities. ALL WEDDINGS at West Point Presbyterian REQUIRE premarital counseling. Arrangements for premarital counseling should be made via the minister or other approved counselor.

ORGANIST & MUSIC

It shall be the responsibility of the wedding party to secure the services of the church organist/pianist, or to seek approval for an outside musician. If the organist/pianist of the West Point Presbyterian Church is not secured, he/she MUST approve the music used. In keeping with accepted worship procedures, music MUST be sacred in nature and secular music with vulgar lyrics will not be permitted. **If you desire a secular wedding there are many secular venues available.**

CHURCH SEXTON & CLEANING

The church sexton (maid) must be engaged to assist in cleaning both before and after the wedding and/or reception. As West Point Presbyterian Church does not have a full-time sexton, it is the responsibility of the wedding party to make arrangements with the sexton for cleaning services. It is the sole responsibility of the wedding party to ensure the Sanctuary and Davis Hall are returned to a clean and orderly condition. Failure to do so will result of non-refund of the security deposit. If the building and grounds are left in an exceptionally disorderly state, a professional cleaning service may be secured and the bill will be forwarded to the wedding party (specifically the individual who signs the use of facilities request form).

DECORATIONS

It is the wedding party's obligation to provide these rules to the florists, caterers, and anyone involved in helping to decorate for the wedding and/or reception (and rehearsal dinner). Failure to follow these rules may result in non-refund of the security deposit and/or payment for the repair of our facilities.

1. West Point Presbyterian Church is a Christian Church! The baptismal font and communion table may be moved, but **MUST** remain inside the sanctuary. The Pastor will assist you with appropriate places to reposition these items. The Cross **SHALL NOT BE MOVED** - no exceptions.
2. Pew arrangements/decorations may be used, but must **NOT** be secured with any gummed substance, such as glue... nor with pins, tacks, staples, nails, etc., so as not to damage finished services. Window ledges may be decorated, but the same restrictions apply.
3. Plastic sheeting **MUST** be placed under all candles (including drip less candles). Candles must be extinguished with the candle snuffer and never blown out as this splatters wax.
4. Vases and/or pots must be placed on a waterproof base so as not to damage wooden and/or fabric finishes.
5. All decorations must be removed promptly so that scheduled church events will not be affected.
6. Floral arrangement may be left in the sanctuary for the next worship service, **if prior approval is arranged.**
7. Bird seed may be thrown outside at the end of the ceremony - RICE or CONFETTI will not be allowed.

AUDIO-VISUAL DURING CEREMONY

All video equipment must be set up in an inconspicuous place. The back corner of the sanctuary is preferred; this spot is near the audio equipment room where an electrical outlet is located and will allow power cables to be run where there will be no danger of tripping. **ALL FLASH PHOTOGRAPHY** must be taken prior to (or following) the ceremony. **NO FLASH PHOTOGRAPHY** is allowed during the worship service. Two exceptions: Photographs may be taken of the wedding party as they enter the sanctuary, and as they exit the church. **CAMERAS WILL NOT BE ALLOWED IN THE PULPIT AREA DURING THE CEREMONY.** The church sound/audio equipment may be used after the services of a qualified technician have been engaged.

REHEARSAL

The wedding party is responsible for coordinating rehearsal plans with all persons involved, after plans have been confirmed with the Pastor of the West Point Presbyterian Church. All participants **MUST** be informed that the rehearsal is expected to begin on-time and is to be entered into with the same spirit as that of the wedding ceremony itself. Pastors and church musicians are very busy people, and their time should be respected.

DRESSING ROOMS & PERSONAL OR RENTAL PROPERTY

The bride and her party may dress at the church in the classroom at the back of the sanctuary next to the restroom (The Stanley Classroom). A full length mirror is provided in this space. The groom and his party may dress in the Children's Classroom and Choir Room located on the first floor of the Education Building. Restrooms are adjacent to these spaces. The groom and his party usually enter the sanctuary from the "Altar Guild Room" entrance (to the right of the pulpit).

The church accepts **NO** responsibility for personal or rental property. The church reserves the right to dispose of any property left behind by the wedding party.

CONDUCT of WEDDING PARTY & GUESTS

It is expected that the members of the wedding party will recognize the fact that the church is a house of God and will conduct themselves at all times in a manner befitting the atmosphere of a place of worship.

~ **NO ALCOHOL or DRUGS** - Immediately prior to both rehearsal and wedding, it is expected that the members of the wedding party will refrain from using alcoholic beverages. No wedding rehearsal or wedding ceremony will be performed if **ANY MEMBER** of the wedding party is intoxicated or under the influence of illegal drugs. **NO** alcoholic beverages may be served or consumed on church premises.

~ *NO SMOKING* - Smoking is not permitted anywhere on the grounds of West Point Presbyterian Church.

~ *NO FOOD or BEVERAGES* are allowed in the Sanctuary and Narthex area.

FEES & HONORARIUMS

The fees assessed by the West Point Presbyterian Church are non-negotiable. Fees will be assessed according to the chart below and due 30 days PRIOR to the day of the ceremony. To qualify for “member” charges, the responsible party must be a full member in good standing of the West Point Presbyterian Church. The Church Session may waive non-member fees for members of other Presbyterian Churches, so long as the responsible party is a full member in good standing as approved by their pastor/session.

	Members	Non-Members*
Security Deposit	N/C	\$250.00**
Sanctuary Rental Fee	N/C	\$500.00
Davis Hall Rehearsal Dinner	N/C	\$500.00
Davis Hall Reception	N/C	\$500.00
Minister	\$250.00***	\$500.00
Organist	\$200.00***	\$300.00
Sexton (Maid)	\$100.00***	\$200.00

*It is required that a MEMBER of the West Point Presbyterian Church be in attendance at all functions for non-member weddings.

**Refundable if all conditions are met.

***Suggested Honorarium. The fees for the minister and organist reflect their time and qualifications. The fee for the Sexton is an actual payment for cleaning services rendered.

It is the obligation of the bride and groom (or responsible party) to make certain that these rules are made known to the members of the wedding party.

It is the hope and prayer of the Pastor and Session of the West Point Presbyterian Church that your wedding will be a joyous and worshipful occasion. God’s peace be with you, and if we can assist you with anything further, please do not hesitate to call the church at 706.443.2260.

REQUEST FOR USE OF FACILITIES

I request to use the facility of the West Point Presbyterian Church on _____ for my wedding. I will need use of the following areas:

___ Sanctuary ___ Davis Hall (Rehearsal Dinner) ___ Davis Hall (Reception)

I agree to the above conditions and fees as outlined in the wedding policy of the West Point Presbyterian Church and will be responsible for payment, and responsible for insuring all the conditions and requirements are met.

_____ (signature of responsible party)

_____ (Printed name of responsible party)

Approved by Session ___ Yes ___ No

Date approved by Session _____