

Faith Immanuel Presbyterian Church

Building Use Application

WEDDING

CONTACT INFORMATION

Name of person requesting use:

Phone:

Email:

For the wedding ceremony of:

EVENT INFORMATION

Dates & Times

Wedding Date:

Ceremony start time:

Ceremony end time:

Rehearsal Dinner

Ceremony Rehearsal + Rehearsal Dinner at FIPC*

Ceremony Rehearsal only (Dinner hosted elsewhere)*

No rehearsal (Skip to next section: Reception)

Reception

Reception at FIPC**

Reception hosted elsewhere (skip to next section: Set-up & Tear-down)

**Reception start time

**End time:

Set-up & Tear-down

Decoration set-up date

Set-up start time

Set-up end time:

Decoration tear-down end time:

Check this box if no set-up needed.

OFFICE USE ONLY

Form submitted on: ___/___/___

DATE OF EVENT: ___/___/___

SENT TO B & P, Session & Personnel chairs; Finance on ___/___/___

COI YPP

Session approval date: ___/___/___

Session declined date: ___/___/___

Room Requests

Ceremony & Rehearsal Dinner - Check all that apply

Shaffer Hall (hall only)

Shaffer Hall + Kitchen

Nevada Room

Sanctuary

Zarfoss Library

Other:

Getting Ready - Number of rooms requested:

Guests & Vendors

Approximate number of guests in attendance:

Vendors: Please list vendor company, contact person, and phone number.

Florist:

Contact:

Ph:

Photographer:

Contact:

Ph:

Videographer:

Contact:

Ph:

Musicians:

Contact:

Ph:

Caterer:

Contact:

Ph:

Other(s):

Contact:

Ph:

Contact:

Ph:

FIPC STAFF

Please check all staff requested. Staff requests are not guaranteed; we will be in touch whether staff are available. Please see attached Wedding Policy for more details.

Pastor (Officiant)

Sound/Tech Operator

FEES

Fees for Members

| | |
|------------------------|-------|
| Organist | \$250 |
| Sound Technician | \$100 |
| Live-Stream Technician | \$100 |
| Custodian | \$ 50 |

Fees for Non-Members

| | |
|--|-------|
| Use of Sanctuary (including rehearsal) | \$300 |
| Pastor (including premarital counseling) | \$400 |
| Organist (including rehearsal) | \$300 |
| Sound Technician (including rehearsal) | \$150 |
| Live-Stream Technician | \$150 |
| Custodian | \$ 75 |

Failure to properly clean and maintain the building and facilities: \$100

All fees for the use of the facility are due one week before the rehearsal.

Checks for facilities should be made payable to Faith Immanuel Presbyterian Church

Checks for the Pastor, Organist, Sound Technician, Live-Stream Technician and Custodian should be made payable directly to that person(s).

RESPONSIBILITIES

Building use applicants shall be responsible for the following:

1. Providing adequate supervision thereof.
2. Setting up of furniture and returning it to its proper place after each meeting.
3. Placing all trash in waste receptacles.
4. Turning off all lights upon leaving.
5. Checking and locking all doors upon leaving.
6. All responsibilities outlined in addendums, attached.

REQUIRED DOCUMENTS

Certificate of Insurance

Faith Immanuel Presbyterian Church is required to obtain a certificate of insurance from each group/organization meeting in our building. The certificate must contain: details of carrier, insurance limits, and effective date.

Our insurance company asks that in addition to the certificate of insurance, you contact your insurance company and request that they name Faith Immanuel Presbyterian Church as an additional insured on your policy.

Please provide copies within 30 days of this application, and no later than 10 business days prior to your event.

I acknowledge that I have read, understood, and agree to abide by all policies set form in the Building Use Application and in all attached documents.

Signature:

Print Name:

Date:

Regulations for Use of Building

1. All activities are limited to the room assigned. If other rooms are required, arrangements shall be made with the church office.
2. The leaders of each group shall be responsible for returning furniture to its original location, closing all windows, turning off all lights, closing all outside doors. All tables, chairs, and counter tops shall be wiped clean. All outside doors must be locked by the last group in the building. DO NOT Change or adjust any thermostat unless specifically directed by the church office. Any change in heating or air-conditioning must be coordinated with the church office. In short, leave the room as you found it. The church office should be notified of any problems or damage.
3. No alcoholic beverages are permitted on church property at any time.
4. The use of tobacco is prohibited.
5. Special arrangements must be made with the church office for the use of the kitchen or library.
6. Meetings are to be held as scheduled. Additional meetings and times must be arranged through the church office.
7. No agreement for the use of Faith Immanuel Presbyterian Church and its facilities shall extend beyond one year.
8. Faith Immanuel Presbyterian Church reserves the right to cancel any meeting or activity when the facilities are needed for Church activities or groups. At least 60 calendar days written notice will be provided to the group planning on using the facility.
9. Any violation of these regulations may result in denying future or continue daccess to the facilities.
10. Failure to properly clean and maintain the building and facilities shall result in the imposition of a \$100 fee.

NOTE: Faith Immanuel Presbyterian Church is pleased to be able to make our building available to serve the needs of our community. We ask your understanding, courtesy, and cooperation in maintaining our facility.

Policies and Guidelines for Weddings

Faith Immanuel Presbyterian Church is pleased to make available the facilities and services of the church for weddings that are approved by the church's Session (Board of Elders). The following policies and guidelines have been designed to maintain the sacred nature of marriage and the facilities of the church.

POLICY

The Christian wedding at Faith Church is a service of worship before God, set in the tradition of the Reformed Faith and celebrated in the confession that Jesus Christ is Lord. Reverence shall be expected on the part of all present in the conduct of the service.

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.

In the Reformed tradition, marriage is a covenant in which God has an active part, and which the community of faith publicly witness and acknowledges.

(PCUSA Book of Order W-4.9000)

The Session and Pastor of Faith Immanuel Presbyterian Church offer these pages so that the planning of your wedding day may be a sacred and joyous occasion.

OFFICIATING PASTOR

The Pastor of Faith Immanuel Presbyterian Church shall normally officiate all weddings in the church. At least three months' notice of a wedding shall be given to the Pastor. The church requires premarital counseling sessions with the officiating Pastor. Sample programs of a wedding service will be provided by the Pastor who will give final approval of the order of service.

If the couple to be married wishes to invite clergy to participate other than the Pastor of Faith Immanuel Presbyterian Church, approval must first be given by the church's Session. Premarital counseling sessions with the couple comparable to those required by the Pastor of Faith Immanuel Presbyterian Church will need to be completed.

MUSIC

It is the policy of Faith Immanuel Presbyterian Church that all wedding music will be played by the Director of Music Ministries (who also serves as the organist). The couple will be responsible for coordinating with the Director of Music Ministries regarding the choice of music and coordination with any additional musicians. Should the Director of Music Ministries be unavailable for a particular date, the Director will be responsible for finding a substitute. If there is a request for a substitute by the couple, that request will be addressed to the Director of Music Ministries.

The Director of Music Ministries shall supervise the selection of music for the wedding service in order to assure that the music is appropriate for Christian worship.

GUIDELINES

WEDDING COORDINATION

A wedding coordinating group or individual from FIPC will be assigned from the Music and Worship committee to ensure that the wedding goes as smoothly as possible. The FIPC coordinator(s) will advise the wedding party as to locations of needed items, placement of flowers, sound system and microphone placement dressing rooms, etc.

PHOTOGRAPHS AND VIDEO

When making arrangements with photographers and/or videographers, please remind them of the need to maintain the dignity of the wedding service and honor the time allotted for photography. During the wedding service, the photographer/videographer must remain behind the congregation and in no way be distracting by moving about the sanctuary during the service. No flash may be used during the service. There will be time allotted after the service for additional photography.

LIGHTING AND SOUND

Controls will be operated and set only by Faith Immanuel Presbyterian Church staff. In addition to the microphones at the pulpits, there are stand microphones and wireless microphones available. FIPC has the capability to record the service and/or to play pre-recorded music. If the couple desires live-streaming of the wedding service, the request must be made at the time of commitments to the church venue with the request dependent on the availability of the live-stream technician. An additional fee will be charged.

FLOWER AND DECORATIONS

Decorations requiring nails, staples, screws, adhesives, etc. will not be permitted. All floral arrangements will be handled by the family. The florists or family should inform the church as to what time flowers will be arriving. Our church currently uses the creative talents of Jeffrey's Flowers in Mechanicsburg for sanctuary flowers - (717) 591-0244. they are familiar with the church building and provide excellent service.

FIPC has a variety of flower stands including columns, pedestals, wire and oak. The FIPC coordinator will advise as to the location of the stands as needed.

Two candelabras with seven candles per each are available for use in the service. (The candles used are provided by the church). There is a padded kneeler available if the couple desires its use.

In the event of overflow attendance (more than 200 people), the glass doors in the back of the sanctuary can be opened with chairs set up in the gathering area.

The area is equipped with speakers to enable guests to hear the service. A lectern in front of the sanctuary doors is available for placement of a guest register.

Please advise the church office if the flowers will remain for the following Sunday worship service. Otherwise, flowers and any decorations will be removed by the custodian. During holiday seasons, the church's seasonal decorations shall be left untouched.

Removal or rearrangement of any FIPC furnishing in the Sanctuary will be with the advice and consent of the FIPC wedding coordinator(s).

Aisle runners and the spreading of flower petals are prohibited. Confetti and rice will not be used.

If a unity candle is to be used, it is to be provided by the couple.

DRESSING ROOMS

Rooms are available for use by the wedding party who wish to dress for the wedding at the church. The church cannot be responsible for purses, valuables, etc. left in the dressing area. Dressing rooms are to be returned to their original condition before departing the church. Wedding dresses, tuxes, or any other items delivered to the church on the wedding day are the responsibility of the wedding party.

WEDDING BULLETINS

Printed bulletins are optional. The preparation and reproduction of bulletins is the responsibility of the couple.

RECEPTION FACILITIES

Shaffer Hall at Faith Immanuel Church is available for receptions. Maximum seating capacity is 100. It is the responsibility of those using the kitchen to leave it clean and in its original configuration. Please see FIPC Building Use Policy and Kitchen Use Policy for more information.

WEDDING REHEARSAL

Rehearsal times are coordinated with the Pastor and the musicians. It is generally the night before the wedding and lasts about an hour. It will be directed by the Pastor and the wedding coordinator(s). All participants in the wedding party must attend the rehearsal. The marriage license will be given to the pastor at the rehearsal.

ALCOHOL AND TOBACCO

The use of alcohol, tobacco products, or recreational drugs anywhere on the church's property is expressly prohibited.

WEDDING FEES

For those registered as member of Faith Immanuel Presbyterian Church, there is no charge for the use of the facilities or the services of the Pastor. At the discretion of the family, a contribution can be made to the church. Fees for Sanctuary include both the rehearsal and the wedding day.

Fees for Members

| | |
|----------------------------------|-------|
| Organist | \$250 |
| Sound Technician | \$100 |
| Live-Stream Technician | \$100 |
| Custodian | \$ 50 |

Fees for Non-Members

| | |
|--|-------|
| Use of Sanctuary (including rehearsal) | \$300 |
| Pastor (including premarital counseling) | \$400 |
| Organist (including rehearsal) | \$300 |
| Sound Technician (including rehearsal) | \$150 |
| Live-Stream Technician | \$150 |
| Custodian | \$ 75 |

All fees for the use of the facility are due one week before the rehearsal. Checks for facilities use should be made payable to Faith Immanuel Presbyterian Church. Checks for the Pastor, Organist, Sound Technician, Live-Stream Technician and Custodian should be made payable directly to that person(s).

Revised June 2025

Building Policy

Building and facilities may be used by private, non-profit groups with a member of Faith Immanuel serving as the using group's sponsor, whose purpose is not counter to the standards of belief and practice of the Presbyterian Church.

A. Priority One - Recognized Faith Church Organizations

B. Priority Two - Outside groups having sponsorship by a Faith Immanuel Church Member.

1. Weddings:

A. Fee for use of premises:

1. No charge for use of sanctuary or facilities for church members or their immediate families.
2. For others desiring to use the church sanctuary for weddings, there will be a charge of \$300 (upon showing of extraordinary circumstances, the fee for weddings may be waived by the pastor of Faith Immanuel Presbyterian Church.)
3. This fee shall not include the use of Shaffer Hall for the purposes of a wedding reception. Arrangements for wedding receptions shall be made in accordance with this policy and through the church office in accordance with Section 3 below.

B. Fees for organist and soloist:

1. Fees shall be determined according to the fee schedule of the Faith Immanuel Presbyterian Church Director of Music.
2. In the event that a couple desires outside musicians said musicians must be approved by Faith Immanuel Presbyterian Church Director of Music.

C. Sexton fee for all weddings is \$100, made payable in advance to Faith Immanuel Presbyterian Church.

D. Pastor fees for all weddings.

1. There shall be no compulsory fee for members.
2. There shall be a \$150 fee for non-members.

2. Funerals:

- A. There shall be no fee for facilities for either members or non-members.
- B. There shall be no honoraria from members.

3. **Fees for other usage:**
 - A. All recognized Faith Immanuel Presbyterian Church and church related groups may use any assigned room and facility without charge. Activities shall be limited to the area assigned. Use of additional rooms may result in additional charges as established by the Session.
 - B. All other groups are required to submit payment according to the following schedule:
 1. Shaffer Hall & Kitchen \$250 / 1/2 day
 2. Classrooms, Library or Board Room \$150 / 1/2 day
 - C. The above rates require clean-up by the group using the facilities.
 - D. Adjustments may be made for extended use.
 - E. Fees may be waived by the pastor with the advice and consent of the Properties Committee.
4. **The chairperson of the Properties Committee or their designee, and/or the pastor shall be responsible for the interpretation of this policy.**
5. **All groups shall be bound by the rules and regulations governing the use of church property.**