



## **Greetings from St. Elmo Presbyterian Church**

Marriage is one of God's greatest gifts to humanity, and weddings are accordingly one of the most joyous occasions observed within the setting of any church. When a man and a woman unite with one another in a life-long bond of commitment, mutual devotion, and unconditional love, they observe what Christians have long considered a holy ordinance, established as part of the creation by God for our good and for His glory. It is a sacred event that marks the union of two lives and the promise of a new family. Members of St. Elmo Presbyterian and other friends who are planning a wedding are invited to consider using our sanctuary and fellowship hall for your celebration. We have assembled the policies and guidelines that follow as a way to help you decide if St. Elmo is the right place for your wedding. We trust that it will help in your planning.

# Wedding/Church Use Policies and Guidelines

St. Elmo Presbyterian Church pca

The Presbyterian Church of Saint Elmo building may be used only for purposes consistent with the mission of the Presbyterian Church of Saint Elmo, and may not be used in ways that conflict with its doctrinal beliefs as found in the Bible and the church's governing documents. Facility use for weddings is restricted to members of PCA churches or those affiliated with PCA agencies. Non-members who wish to be married at St. Elmo Presbyterian Church need to contact Reverend Cal Boroughs to schedule an appointment. Pre-marital counseling is required of all couples who wish to be married at St. Elmo. For further information and scheduling, please contact either Joni Harbert at 423-364-4342, or Lynn Hall at 423-645-1812.

## Reservation/Use Limitations

- Church may be used for maximum one non-member wedding each month.
- Due to liability issues no alcohol or open bar is permitted.
- No smoking/tobacco use is permitted in the building or on the deck attached to the building.
- No candles may be used, with the possible exception of a unity candle.
- Church must be vacated by 10pm for Saturday weddings or earlier as determined by Church Use Liaison.
- No holiday weddings for non-members.

## Use fees for members and regular attendees

- Custodial and liaison fee \$250. This covers cleaning before and after the event and opening, closing and supervision for the event.

## Use fees for non-members. A deposit of 50% of the use fees are due when the church is reserved.

- Sanctuary for rehearsal and wedding — \$1,500
- Fellowship hall for reception — \$1,000
- Fellowship hall for rehearsal dinner — \$250

## Refundable deposit or damage, cancellation and time/use limits — Due at time of reservation.

- \$250 wedding, \$250 reception
- \$50/hour for use outside of agreed upon time frame.

Church musicians and a ceremony coordinator from St. Elmo can also be hired. The Church Use Liaison can give you information about them.

*Cancellation Policy: Events cancelled less than 30 days prior to the event forfeit the down payment.*

# Facilities Information Sheet

## St. Elmo Presbyterian Church

The sanctuary at St. Elmo seats slightly less than 200 people comfortably. If you put one extra person in each pew you can seat about 230—240. These numbers include using the 3 rows of pews facing the side of the pulpit at the front of the sanctuary. There is no food or drink allowed in the sanctuary. The fellowship hall has seating available for 200 people. If 200 people are seated it is very crowded. It is more pleasant to seat around 150 for a dinner or 200 standing with a few tables set up for some people to sit.

Tables and Chairs available:

20 - 60" diameter round tables

10 - 8 ft. banquet tables

2 - 6 ft. banquet tables

200 black padded chairs

Table cloths are not provided. You will need to rent these yourself.

Before using the kitchen facilities your caterer needs to meet with the church use liaison. There are serving dishes that are available to use but there are no place settings. Anything that is broken will be paid for out of the damage deposit. The dishwasher may not be used by anyone unless they are given permission and instructions on how to use it. You may use garbage bags, paper towels, dish towels, soap and other disposable items found in the kitchen. The kitchen is to be left clean and tidy. The cleaning fee does not cover cleaning up the kitchen after a reception. Some assistance with set up for the fellowship hall can be made available if you let us know in advance. After the reception the fellowship hall should have all tables cleaned off, flowers removed and trash put in the large cans in the kitchen. Remember to take your tablecloths with you.

Two Sunday school rooms will be made available for the bride and groom to dress in. We do ask that you not eat in these rooms. Please keep food in the kitchenette area downstairs or the fellowship hall upstairs.

A sound system for the sanctuary is available for your use. Someone from the church will set it up for you if you would like to use it.

Nothing may be placed on the walls or windows using nails, tacks or tape in either the sanctuary or fellowship hall. Your florist may not attach anything to the pews with nails or tape. Only non-scratching pew markers may be used. No floral arrangements may be placed on the piano. Plastic should be placed under arrangements while they are being made. Rice or other items may not be thrown inside.

St. Elmo Presbyterian Church is smoke-free. Because of liability issues it is also alcohol-free. Please make sure your guests know this.

St. Elmo Presbyterian Church will strive to make your wedding a joyful celebration for you and your guests.