

Wedding/Church Use Policies and Guidelines

St. Elmo Presbyterian Church

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 Daniel Wells, minister, 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 the Church Liaison for Weddings: Mrs. Jennifer Webster, 423-463-5079.

Reservation/Use Limitations

- Church may be used for maximum of 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 6pm for Saturday weddings or earlier as determined by Church Use Liaison.
- No holiday weddings for non-members.

Use fees cover the cleaning before and after the event and opening and closing the church, sound for the ceremony and reception, and supervision for the event.

The church is available for ceremony, reception or rehearsal dinners. Our space does not accommodate a reception and a rehearsal dinner in one weekend. If the space is used for both events there will not be professional cleaning between the rehearsal dinner and the reception.

Current members and current regular attenders fees

- A deposit of 50% of the use fees are due when the church is reserved.
- Sanctuary for ceremony and rehearsal - \$500
- Fellowship Hall for the reception - \$500
- Fellowship Hall for the rehearsal dinner - \$500

Use fees for former members, former regular attenders, and non-members.

- A deposit of 50% of the use fees are due when the church is reserved.
- Sanctuary for ceremony and rehearsal - \$1,000
- Fellowship Hall for reception - \$1,000
- Fellowship Hall for rehearsal dinner - \$1000

Church musicians and/or a ceremony coordinator from St. Elmo can also be hired for additional fees. The Church Use Liaison for Weddings 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:

- 16 - 60" diameter round tables
- 10 - 8 ft. banquet tables
- 2 - 6 ft. banquet tables
- 160 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 for weddings. 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.

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 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.

Notes:

St. Elmo Presbyterian Church
4400 St. Elmo Avenue
Chattanooga, Tennessee 37409

Church Use Liaison for Weddings Contact:
Jennifer Webster 423-463-5079, jmfolkner@gmail.com

Church Phone: 423-821-1424
Church Fax: 423-821-1310
Secretary Email: Marylutn@st-elmo.org



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 Church 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.