

## **Guidelines for Use of Church Facilities**

### **Reservations and Staff**

1. Reservations for use of facilities should be made at the earliest possible date to assure availability of facilities desired. Please Note: *Wedding dates and rehearsal and wedding times shall be set in consultation with the officiating minister or pastor.*
2. ***No Reservations shall be made until the pastor of Corinth FUMC is consulted.***
3. *We will reserve portion(s) of facilities as needed for each event; however, at no time will our entire facilities be reserved. Initial reservation will be made at the church office, all following reservations of facilities must be coordinated with the Hostess.*
4. *The church provides custodial staff and a hostess or director. Please arrange to meet with the hostess or director at least one month prior to scheduled times for the rehearsal and wedding as well as any other times you may need access to the facilities. (Please do not make last minute requests...all facility access needs to be scheduled in advance.)*
5. *If a minister other than one of our ministers officiates, our minister must be contacted for approval.*
6. *When plans are finalized, please check back with staff to make sure all is clear. Nothing should be left to assumption.*

### **Music**

1. *In keeping with your ceremony, we suggest only music chosen for the Glory of God. The minister, organist, or director of music will be more than happy to assist you with selection\*.  
\*(We suggest live music in the chapel as there is no sound system available at the chapel.)*
2. *The bride is responsible for securing the organist (and any other musicians desired) and for negotiating fees. Any qualified organist may play the organ, subject to the approval of and appointment with one of our organists to become familiar with the instrument before practicing for the wedding, fee to be negotiated when making appointment.*

### **Custodial**

1. *Our janitorial services in the chapel, kitchen, sanctuary, and fellowship hall consist of removing and replacing our tables and chairs, cleaning floors and kitchen in preparation of and after the event. Washing dishes is not included in these services.*
2. *If you will be using additional facilities for dressing, waiting, etc., please remove all flower boxes, papers, clothing, etc.*

### **General Policies**

1. *All aspects of the services should convey a religious atmosphere.*
2. *The hostess or director will inform you of areas available for dressing and waiting prior to and after the ceremony.*
3. *No alcoholic beverages, or punch containing alcohol, may be served.*
4. *Smoking is prohibited in all areas of the church building (including restrooms).*
5. *Birdseed, bubbles, or other send-off materials are to be kept outside. Remember, rice is very harmful to birds.*
6. *Photographs will be permitted during the processional and recessional. It is suggested that no flash photography be used during the marriage ceremony, since it is a religious ceremony. Wedding party pictures may be taken before or after the service.*
7. *If you plan to leave flowers in Memory or Honor of someone, please notify the hostess or director in advance so the congregation may be informed of your gift.\**

### **Decorations**

1. *A church wedding is a service of Worship. In planning your wedding decoration, please remember to keep the atmosphere and characteristics of a Church...a house of Worship. Simple decorations will enhance the natural beauty of our church.*
2. *Flowers placed on the altar table should be living. Flowers shall not be placed on the organ or piano. A cross should never be obstructed.*
3. *Adequate mats or cloth's must be used to insure that candles do not drip on carpets or furnishings...even drip-less candles. Please put out candles with a snuffer so wax will not be blown on the carpet or furnishings.*

### **Fees/Gratuities/Honorariums**

*A First payment of the usage fee is due at the time of making your reservation along with a completed application. The balance of all fees are due and payable 30 days prior to the event. Any cancellations made less than 30 days of the event will forfeit the First payment . Please see Fee Schedule for details.*