

# Flagstaff Christian Fellowship

## Wedding & Facilities Policy

We're pleased that you are planning to use this facility for your wedding ceremony. We hope that it will be a joyous occasion for you and your loved ones. We ask that these policies be followed to help things run smoothly for everyone involved. If you have any questions, we would be glad to talk with you further. We want to work with you to make this a great day!

Because we believe marriage to be instituted and governed by God, and because we are committed to help establish Christ-centered homes, we limit the use of church facilities for weddings distinctively Christian (the uniting of a Christian biological man and Christian biological woman) conducted by a male Christian minister(s). Of those being united in marriage, at least one person (bride or groom) must be a member of FCF in good standing. *Persons from other churches may be included at the discretion of the FCF Elders. These couples must provide a personal testimony of conversion to Jesus Christ, and be in agreement with the FCF wedding policy, doctrinal statement and be approved by the elders.* Couples being married must have gone through premarital counseling.

### Facilities Policies:

1. We can accommodate only one wedding per day.
2. The use of the facilities will be on a first come, first served basis. Please check with the church secretary and pay any required fees to get your date scheduled on the master calendar. Church functions take priority.
3. All fees are to be paid directly to FCF no later than 1 month prior to the ceremony.
4. Saturday evening weddings and/or rearrangements of the sanctuary need to be approved by the Wedding Coordinator in conjunction with the church facilities department. ***The ceremony/reception should be ended, cleaned up to Sunday morning readiness, vacated and locked by 9:00pm out of respect to the neighbors and cleaning staff. If the event might go later than 6:00pm on a Saturday, please notify the Wedding Coordinator so we can schedule cleaning staff to come later than usual.***
5. At least 2-3 months prior to the wedding, the Wedding Coordinator and the Bride and Groom should meet to make sure the times are posted to the master calendar to meet the needs of your rehearsal, rehearsal dinner and the wedding.
6. The wedding party is responsible for being in charge of all set up of decorations, food, etc. of the ceremony and reception unless otherwise arranged with the coordinator and facilities personnel.
7. The bride and groom are financially responsible for any damages incurred to the facility, furnishings or grounds.
8. Please remove and/or have someone available to remove all personal items and decorations **immediately** following the wedding. Do not forget to clear out dressing rooms and bathrooms.

We don't want something of value to you to get lost or discarded, and we can't be responsible for such items.

9. All church furniture and decorations that are moved for the event must be put back in their original locations immediately after the event.
10. The bride and groom must have a clean-up crew to put the church back into the original order and cleanliness for Sunday morning. This would include full cleaning of sanctuary, kitchen, Fireside room, library, outside and any other rooms used. Please see the Wedding Coordinator or Facilities for a detailed list of cleaning.
11. If seating is to be moved, please arrange with the Wedding Coordinator to hire a church facilities person to move chairs before and after the ceremony.
12. The wedding party is responsible to provide their own musical accompanists for the wedding and for any fees for the musicians.
13. Any dancing at the reception is to be honorable to God and free from immorality. All music is to be free from profanity and sexual references. The playlist is to be pre-approved two weeks before the wedding by the Wedding Coordinator.
14. Do not make any permanent alterations or put holes in the walls for hanging decorations.
15. Only dripless candles may be used.
16. No alcoholic beverages or controlled substances shall be served or consumed on church property.
17. No smoking in any church building or within 20 feet of any entrance.
18. If the wedding is to be held during business hours, please do not park in the business parking lot across the street. The Wedding Coordinator will place "No church parking" signs in the business parking lot.
19. FCF does not provide Security for weddings and we recommend that the bride and groom hire licensed, professional Security for the duration of the event. If professional Security is not hired, the bride and groom must have 1 or more designated safety attendants to maintain basic protection during the ceremony and reception.

**Wedding Coordinator:**

All weddings must have an FCF Wedding Coordinator. The Wedding Coordinator is trained and responsible for all the details of using FCF for your wedding. The Wedding Coordinator directs and supervises the details on the day of the wedding ceremony in order to free up the bridal party and families to enjoy the special day. She/he will meet with the bride and groom to discuss the details of the wedding 2-3 months beforehand in order to make sure they align with FCF policies and to answer questions about the church and policies. The couple may be creative in their ceremony, keeping in mind that a wedding is a worship ceremony, and all aspects of the ceremony should be planned in conjunction with the Coordinator. The Coordinator is NOT in charge of the

wedding planning. The Wedding Coordinator will be responsible for overseeing the wedding rehearsal and directing the wedding on the day of the ceremony, including any last minute details. The Coordinator will also be in charge of supervising the reception if it is held at FCF. She/he will be present during set up, rehearsal, ceremony, reception (if applicable) and final clean up.

**Sound Board Technician:**

If you need the public address system, you must contact one of FCF's sound technicians in order to contract for their services. If you do not know any of the technicians, contact the church office or Wedding Coordinator to arrange for a technician to be available for your wedding.