

Hixson Presbyterian Church Facility Use Policy & Related Addendums

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Hixson Presbyterian Church Facility Use Policy

I. Facility Use Purpose:

It is our desire that the property and facilities that God has entrusted to us be used to serve the cause of Jesus Christ, His people and our community. We want these facilities to experience maximum use for the greatest service. To maintain and care for the facility which God has given Hixson Presbyterian Church (HPC), it is essential that we identify and articulate all expectations and policies governing the use thereof.

II. Facility Use Priority

At no time shall the use of the HPC facilities by non-members or members alike be allowed to hinder the execution of various ministries or the corporate assembly of Hixson Presbyterian Church. Should a conflict with a planned ministry event be identified, the use of the building by ministry teams will be given priority.

III. Facility Use Policy Coverage

This policy governs the use of all property and facilities owned by Hixson Presbyterian Church including the grounds, pavilion, main building, playground, parking lot, and rooms associated with the Little Seekers Day School.

IV. Scheduling & Payment Procedures

Policies, procedures, and guidelines are administered by the Office Administrator of Hixson Presbyterian Church. All requests for use of the church building or pavilion, or any grounds owned by HPC must be submitted using the designated *Application for Facility Use* before being considered. The application must be obtained from, and returned to, the church office within a reasonable amount of time prior to the date of use.

- A. *Insurance/Indemnification*: All organizations or parties not directly affiliated with a ministry of HPC or an HPC member shall be required to submit the *Hold Harmless Agreement* before final approval.
- B. *Security Deposit*: Unless otherwise determined at the discretion of the HPC Session, all parties not directly affiliated with HPC seeking to use the facility or facilities for any reason other than a wedding shall submit a refundable security deposit in the amount of \$100.00 prior to the use of the facility. The deposit will be refunded once it has been determined that the facility has been satisfactorily cleaned without damage rendered either to the facility and/or other resources used. If damage exceeding the amount of the security deposit results from third-party use of the building, said party will be responsible for the full cost of the repair. If furniture was moved to accommodate the use of the facility, it is the responsibility of the applicant to return the furniture to its previous location. *The Security Deposit Form* should be signed by both parties indicating agreement concerning the condition of the facility and noting any pre-existing damage. The Office Administrator or other representative of HPC shall tour the building/room or facility sometime following the event. If damage has occurred or the room was not satisfactorily cleaned, the deposit will not be refunded. If excessive damage has occurred or if the room was unsatisfactorily cleaned, the party may be ineligible to use the facility in the future.

V. Fees Policy

A. Facilities Use Fees (Refundable)

Facilities Use Fee	Member	Non-Member
Facility Use Fee	\$ -	\$ 100.00
Kitchen Use Fee	\$ -	\$ 250.00

B. Resource Use Fees (Non-Refundable)

Janitorial Fee	\$	50.00	\$	50.00
Piano Use Fee	\$	20.00	\$	20.00
Sound Equipment Fee	\$	35.00	\$	35.00

The session holds the right to waive any and all fees at their sole discretion.

VI. Commercial or For-Profit Use of the Building

Unless otherwise determined by the session of HPC, commercial use of the building either to generate a profit for third party use or for direct utilization of the space and or resources pertaining thereto is strictly prohibited. No third-party shall charge fees or admission to any event.

VII. Prohibitive Substances

The use of alcohol or any tobacco products or illegal drugs or related paraphernalia is strictly prohibited.

VIII. Facility Use Guidelines

- A. *Respecting the Facility:* All buildings, resources or facilities pertaining to HPC should be treated with respect and every effort made to leave it in as good or better condition than it was found. Rooms must be returned to their original arrangement.
- B. *Offices and Supplies:* Participants shall not enter the church offices or use church supplies, phones, fax machine, copy machine, computers or any other church equipment not noted on the *Application for Facility Use* or without expressed permission to do so.
- C. *Use of Sound-Audio/Visual Equipment:* Sound-audio/visual equipment may only be used by a trained member of Hixson Presbyterian Church, and with prior arrangements as designated on the *Application for Facility Use*. This includes use of the soundboard, projector, mics and stage cabling. It is the responsibility of the event sponsor to obtain a trained Hixson Presbyterian Church Technician for any sound/stage arrangement changes. It is also the responsibility of the event sponsor to obtain assistance, via the Hixson Presbyterian Church Technician, with clearing any item from and restoring the item to its original configuration on stage.
- D. *Instrument Use:* The piano shall be available for practice and special events to church members when such use is approved by the Session at no charge. Use by other musicians is at the discretion of the HPC Session. Use of these instruments must be scheduled through the Director of Worship & Technology.
- E. *Food Use:* Approval to serve food must be granted on the *Application for Facility Use*.
- F. *Kitchen Use:* See Kitchen Use Addendum.
- G. *Wedding Use:* See Wedding Use Addendum.
- H. *Building Lock-up:* A lock-up and security checklist will be provided to the identified responsible person at the time of application approval if the event occurs after standard office-hours (8 AM – 5 PM M-F)

IX. Right to Decline

Hixson Presbyterian Church reserves the right to decline use of the church building/pavilion or other facilities in the event that disclosed activities or the event itself is not in alignment with the doctrinal beliefs and values of Hixson Presbyterian Church and the Statement of Faith endorsed by the Presbyterian Church in America and its affiliates. Any or all persons requesting use of part or all of these facilities agree to all the rules and regulations set out in this policy. If you have questions about this Facility Use Policy, please contact the church office at 423-875-0616.

Hixson Presbyterian Church Kitchen Use Addendum

The policies and procedures listed below are to be followed to exercise faithful stewardship of the resources related to use of the kitchen of HPC.

I. Use of Kitchen and Kitchen Equipment

- A. Use of the kitchen is limited to those who have been properly trained on the devices and kitchen appliances.
- B. Counter tops should not be used for cutting/chopping food items. The use of cutting boards is required.
- C. Chafing dishes and any type of holding tray must keep food at 140 degrees Fahrenheit or higher.
- D. All persons or groups desiring to use the church kitchen facilities, whether in conjunction with the use of the Fellowship Hall or any other part of the church or outside of the church, must register the name of the event, the dates and times during which the facilities will be used, and the name and phone number of a contact person to the designated Kitchen Liaison who will ensure there are no conflicts with other planned activities, and check the kitchen after the event.
- E. Members and non-members alike shall report to the Kitchen Liaison if they find anything out of order prior to using the facility.
- F. A list of available kitchen items is available for groups using the facility. Groups should use only the items approved for use prior to the activity and are responsible for obtaining the require training on devices and/or appliances used.
- G. Use of church china, plastic glasses, and silverware is strongly encouraged to promote good stewardship and to waste less paper.
- H. Coffee, tea, and sugar are the responsibility of the party wishing to use the facility.
- I. Coffee urns are available upon special request.
- J. Kitchen items should not be removed from the building without the express permission of the Kitchen Liaison.
- K. Kitchen equipment is not available for personal use unless cleared with the Kitchen Liaison in advance, and formally checked out and checked back in.
- L. Tablecloths may be available; however, all parties are encouraged to supply their own. All parties using table cloths furnished by the church are responsible for having them laundered immediately following the event.

II. Cleaning of Kitchen and Kitchen Related Items

- A. Use of appropriate cleaning materials for each surface is required. Please consult the Kitchen Liaison for a list of approved cleaning products.
- B. If food items are brought into the kitchen prior to the scheduled event, they must be marked with the name of the group or event and the date of the event before being properly stored. After the event, the party hosting the event is responsible for the removal of all unused food from the facility. If any food is left-over without the Kitchen Liaison being notified, it will be promptly discarded.
- C. All equipment used for food preparation and serving must be thoroughly washed, dried, and properly returned. If large pots are being used, they should be cleaned, and stored upside down. Nothing must be left in drying racks, sinks or counters, except for dish and glass items expected to be stored in their racks. EXCEPTION: coffee urns and warming trays need to air dry to prevent rusting.
- D. Thoroughly wash cutting boards after use and return to proper storage location. Use bleach to disinfect or use the dishwasher for bacterium killing wash and rinse cycle.
- E. Clean all work surfaces, stove tops and sinks thoroughly after using.

- F. If plastic wear is used, it must be properly discarded.
- G. Metal flatware must be washed in the dishwasher, allowed to dry, and stowed in the proper silverware containers in the kitchen. Covers should be kept on containers after each use.
- H. If using china or drinking glasses, they must be washed in the dishwasher, allowed to dry, and stowed in their proper carts.
- I. The dishwasher is not to be left unattended if in use!
- J. Leftover food cleaned from serving or cooking utensils must not be allowed to collect in the sinks to seep into the drain. First, strain liquids out of the container and throw the food into the trash before washing. When food accumulates during washing, empty the drains as needed to prevent food from washing down the drain.
- K. All trash containers must be emptied and taken to the dumpster outside the kitchen.
- L. Return all used equipment to its appropriate storage prior to leaving the building.
- M. Immediately following the event, all dish towels and dish clothes should be taken to the washing machine located in the children's wing and washed, dried, and returned to their appropriate storage area, or taken home and laundered and returned the following day.
- N. Do not submerge the coffee urns is using ones belonging to the church.
- O. Immediately following each event, the kitchen floor must be swept and mopped.

III. Fees Related to Kitchen Use

- A. If the event is a non-church related event, a security deposit of \$250 is required.

IV. Liability for Damage

- A. Any item lost or damaged must be replaced by the party hosting the event or the one borrowing the item. Any security deposit may be applied to cover the cost of replacing these items if not already otherwise applied. The balance of lost or damaged equipment of any kind, including the repair of appliances will be paid by the responsible party.
- B. Church members who damage or break equipment or find it broken should report it in writing to the Kitchen Liaison or church office manager.

V. Use of Outside Caterers

- A. Outside caterers who fail to use and restore the kitchen facility properly may be denied any future use.

VI. Supplies

- A. Church members may use the paper products available, but should report if they notice that the inventory is low or if they take a box of something, so that adequate supplies may be purchased as needed.

Hixson Presbyterian Church Wedding Addendum

Hixson Presbyterian Church believes that marriage is an institution divinely ordained of God to unite one man and one woman in the covenantal bonds of holy matrimony. The policy and procedures outlined herein ensure that the facility and its appurtenances faithfully honor this biblical view of marriage.

PLEASE READ THROUGH THESE GUIDELINES CAREFULLY!

We at Hixson Presbyterian Church consider it a high privilege to participate in the worship of a Christian wedding. Through much experience, we have learned that for us to render the best possible service, we really must insist on the following guidelines:

I. Beginning the Process

Before plans for any wedding proceed, a letter must be written to the Session to gain approval to use the facilities and one of our pastors must meet with the prospective couple to consult with them about their plans. No dates can be reserved until this process is completed.

The Presbyterian Church of America (PCA) believes that marriage is only between one man and one woman. Our Book of Church Order, which is part of the constitution of our denomination, states that, "*Marriage is to be between one man and one woman, in accordance with the Word of God*" (BCO 59-3). We do not allow weddings that are contrary to our stated denominational beliefs to take place in our facilities.

If the couple qualifies for Christian marriage, we would require them to work with the pastor in planning the order of worship and with the Choir Director in planning the music. Any outside consultant will coordinate all activities with the Wedding Coordinator. Please allow a minimum of 12 weeks before the wedding date.

The couple should normally plan to participate in five counseling sessions with one of our pastors or some other approved Christian counselor. It is the responsibility of the couple to set up the counseling sessions at least 12 weeks before the wedding date.

All fees and deposits must be submitted to the Church Secretary before the date can be confirmed on the church calendar.

II. Non-Members of HPC

If a person from our local area (who is not a member of HPC) asks to be married here, we shall normally encourage him/her to go to his/her own home church or pastor. If his/her church board or pastor, however, requests the use of our facilities, we would gladly consider the request and will normally expect them to provide necessary counseling and follow-up for the couple. We require that every non-member seeking the use of our facilities be officially "sponsored" by one of our members.

All fees and deposits must be submitted before a date for the wedding will be confirmed by the Church.

We also require that one of our pastors be in charge of directing the rehearsal and the wedding service for the non-member. (Exceptions are sometimes made for pastors in our presbytery and others who are well known to us).

We also require the non-member couple to pay our non-member fees for use of the sanctuary, fellowship hall, custodian, musician, sound engineer, wedding coordinator and minister. ***Weddings for non-members cannot be scheduled for later than 2:00 p.m.***

III. Fees

A. FEES FOR MEMBERS

1. **\$200.00 DEPOSIT.** (This is refundable after the ceremony, depending on damages or additional cleanup. The amount refunded will be determined by the Deacons after assessing the aforementioned factors)

*SUGGESTED GRATUITIES FOR
MINISTER = \$100.00-\$150.00
SOUND ENGINEER = \$100.00*

NOTE:

THE FAMILY IS RESPONSIBLE TO RETURN ROOMS USED (except the Sanctuary/Fellowship Hall), AND KITCHEN BACK TO THE CONDITION IN WHICH THEY WERE FOUND. THE JANITORIAL FEE ONLY COVERS A GENERAL CLEANUP AFTER THIS IS DONE.

THE DEACONS OF THE CHURCH WILL BE RESPONSIBLE FOR MOVING ANY SANCTUARY FURNITURE! THIS IS NOT TO BE DONE BY THE FAMILY.

B. FEES FOR NON-MEMBERS

1. **\$200.00 DEPOSIT.** (This is refundable after the ceremony, depending on damages or additional cleanup. The amount refunded will be determined by the Deacons after assessing the aforementioned factors)
2. **\$300.00 (FOR USE OF SANCTUARY)**
3. **\$350.00 (FOR USE OF SANCTUARY & FELLOWSHIP HALL, WHICH INCLUDES REARRANGING THE SAME ROOM)**
4. **\$250.00 JANITORIAL FEE --**
5. **\$100.00 FOR SOUND ENGINEER --** *One of our sound techs must be used*
6. **\$150.00 FOR WEDDING COORDINATOR --** *our wedding coordinator must be used even if you have one of your own as well. She will open up and lock up for rehearsal, flowers & wedding*

Optional:

7. **\$150.00 if the Church Accompanist is used** (The couple may choose their own accompaniment if it is approved by the Pastor. This must be done at least one month prior to the wedding.)
8. **\$150.00 FOR PREMARITAL COUNSELING**

TOTAL POSSIBLE FEES FOR NON-MEMBERS = \$1725.00 (Depending on whether the Sanctuary and Fellowship Hall are used. \$200.00 of that fee may be refunded)

*SUGGESTED GRATUITY FOR MINISTER =
\$100.00-\$150.00*

All business between wedding party and church should be arranged during normal office hours, 8:00 a.m. - 5:00 p.m. Monday - Friday. For all arrangements that need to be done after office hours (florist, caterer, etc.), the wedding party is to contact the Wedding Coordinator, who will arrange admittance into the church.

Wedding Coordinator _____

Telephone _____.

IV. The Ceremony

A church wedding is an act of worship. A wedding is the making of a solemn covenant between a husband and wife in the presence of God.

One church statement puts it this way:

God has ordained that a man and a woman may enter together into marriage, pledging their love and promising fidelity each to the other as long as both shall live.

As Jesus Christ has blessed this relationship, and it has been declared holy throughout the life of the church, those who pledge themselves each to the other in the sight of God are promised God's help as they enter into the joys and duties of life together.

Humanly speaking, marriage is a civil contract among a man, a woman, and the state. When a marriage is performed in the context of Christian worship, the proclamation of the gospel of Jesus Christ is a promise of blessing to the marriage. As the man and woman respond affirmatively to this proclamation, their marriage is in the Lord.

A marriage service should include the following:

- (1) A statement of the nature of Christian marriage as set forth in Scripture.
- (2) Prayers for the parties and for their new estate.
- (3) A charge of the covenant between the parties.
- (4) A declaration that the parties have been joined in marriage.
- (5) Minister pronouncing the benediction of God upon their marriage.

Any further elements of the service shall be at the discretion of the minister, who shall have entire responsibility for the direction of the service under the supervision of his Session.

An order of service for a wedding might include:

Musical Prelude
Call to Worship

Processional Music
Introduction / Explanation of Marriage
Prayer of Thanksgiving
Scripture / Homily
Charge to the Couple
Giving of the Bride
Declaration of Vows
Exchange of Rings
Prayer for Blessing
Declaration of Marriage
Benediction
Introduction of the Couple
Recessional

V. Photography

(Please see the attached *Policies for Photographers*)

Flashbulbs are distracting to the minister and the solemnity of the wedding service. Therefore, the following guidelines will be followed:

- (1) Pictures may be taken of the newly-wed couple as they depart from the Sanctuary at the conclusion of the service.
- (2) Pictures may be taken before or after the service as guests have departed the Sanctuary--minister, bridal party, etc., may just re-enter the Sanctuary.

Again, it is requested that absolutely no flash pictures be taken during the worship service. One or two NON-FLASH pictures may be taken during the ceremony from the back, as long as it is done discretely! If a video camera is to be used, a proposal of the set-up plan should be presented to the Wedding Coordinator. The Wedding Coordinator must approve video plans as stated in the Policy for videographer. It is expected that the couple will communicate these requirements to ANY who will be taking pictures.

VI. Decorations

- (1) Furniture:
 - a. Communion Table: The table will need to be moved.
 - b. Pulpit: The pulpit may be carefully moved out of the Sanctuary if deemed necessary.
 - c. Chairs: Chairs in choir loft should not be moved.
- (2) Flowers: (see attached *policies for the florist*) Usually, the flowers are handled between the florist and bride as to placement. Flowers may not be affixed to walls or furniture by tacks, nails, wires, staples, or tape. Flowers are to be removed immediately following the service (unless prior arrangements have been made).
- (3) Candles: Candles may be used, but non-drip variety are required. Plastic squares or some other protection large enough to be effective MUST be placed under individual candles or candelabra to prevent wax from dripping on the floor, furniture, etc. Even when using non-drip candles, protection MUST be used.

Again, the family is responsible to remove all decorations immediately following the wedding service, unless otherwise agreed upon.

VII. Music

***All music and musicians must be cleared with the Choir Director. The attached planning form and sound system request form must be completed and returned to the wedding coordinator**

The pianist engaged for a wedding will provide a period of music before the ceremony begins. Wedding marches recommended are the traditional "Bridal Chorus" from Lohengrin or "Wedding March" from "A Midsummer Night's Dream" as well as the newer marches by Henry Purcell, "Trumpet Tune" and "Trumpet Voluntary".

Other pieces which might be used:

Coronation March from "The Prophet" Meyerbeer
"Solemn Processional"(Air from "Water Music Suite") Handel
"Psalm XIX" Marcello
"Psalm XX" Marcello
"Joyful, Joyful We Adore Thee" Hymnbook, Page1

Your pianist will have other ideas equally suitable. Solos can be quite varied as long as they are in good taste and appropriate to worship.

NOTE: "Top Forty" songs may be meaningful and beautiful but are not appropriate for a worship service. Since the wedding is a worship service, it is requested that only Sacred, Classical, or Christian music be used. We reserve the right to give final approval over the choice of music and/or musicians.

VIII. Reception

(Please see the attached *Policies for the Caterer*)

- (1) There will be no alcoholic beverages served on the premises.
- (2) No smoking is permitted inside the Church facilities.
- (3) Music at the reception must be appropriate and in keeping with church standards.
- (4) Use of linens, plates, forks, etc., must be approved by the Wedding Coordinator. All Non-Members must provide these items themselves.
- (5) All decorations must be removed immediately after the reception.
- (6) Kitchen is to be left neat and clean. If not, this will be assessed from the deposit.

IX. Misc.

- (1) All weddings not performed by our Pastor will be cleared by the Pastor and Session.
- (2) Only bubbles, birdseed or rose petals may be thrown at either exit **outside** the Church. Anything else must be approved by the Wedding Coordinator.
- (3) HPC will not be held responsible for the loss of any valuables during a wedding or reception. The bridal party should leave any valuables locked in the trunk of their cars. HPC will not be held liable or

responsible for any accident resulting from negligence of the wedding party. The family will be responsible for any breakage or damage to church equipment or property.

X. Wedding Coordinator

Hixson Presbyterian Church

Job Description:

When the church office receives a request to schedule a wedding, the bride will be told to contact the wedding coordinator. All weddings will be handled by the Hixson Presbyterian Church wedding coordinator.

-- After the wedding has been approved by the session, the coordinator will meet with the couple to discuss arrangements and details of the wedding.

-- The coordinator will give the bride the necessary guidelines and forms, including outside vendor forms, to be filled out. The coordinator will return these to the church office. The wedding does not go on the calendar until approved, and the church office receives ALL fees/deposits. Once the wedding is over, the Wedding Coordinator is responsible for the return of any deposit money.

-- The coordinator is to ensure that the custodial service, sound technician, and Chairman of the Deacons be contacted two weeks prior to the wedding. The coordinator will also arrange for the building to be opened and locked up for the rehearsal and the wedding.

-- The coordinator attends the rehearsal and assists the pastor in preparing the order of the ceremony.

-- The coordinator arrives early on the wedding day to help as needed. She is in charge of organizing the wedding party and responsible for seeing that everything runs smoothly.

-- The coordinator stays at the church after the wedding for a reasonable amount of time to ensure that all details have been attended to.

-- The coordinator will generate a timetable/checklist to be used for all weddings (fees turned in, deacons contacted, music approved, etc.). This will ensure that the Wedding Guidelines are adequately met.

XI. POLICIES FOR VENDORS

Florist:

1. The florist must observe the following: *No smoking* inside the church buildings or courtyard. *No alcoholic beverages* anywhere on church property and *no rice or confetti* anywhere on church property.
2. The florist must arrange with the wedding coordinator the time of arrival to place flowers and other decorations.
3. Only chase candles may be used. Lighted candles may be used only in the chancel area unless enclosed in glass.
4. No furniture or musical instruments will be moved or rearranged.
5. Decorations must not obstruct the accompanist's sight line of the wedding party at any point during the ceremony.

6. If a video camera is used in front of the sanctuary, additional greenery may be necessary to obscure the camera.
7. No tacks, nails, tape, pins, glue or other material that might permanently mar, deface or otherwise damage any part of the church building or furnishings may be used. Only wrapped wire or ribbon that will not mar the pew ends shall be used to fasten bows or candles—no florist clay or tape.
8. Flowers may be placed only where there will be no water damage or other stains. Proper containers need to be used to insure the floor will not be soiled or stained.
9. The florist will take responsibility for delivery of floral bouquets, corsages and boutonnieres to the church. No refrigeration is available to store fresh flowers.
10. Flowers and decorations must be removed immediately following the wedding ceremony (with the exception of specified arrangements.)
11. The florist is expected to provide all equipment necessary for decorating, including a dust buster or vacuum cleaner to clean debris from around the arrangements.
12. The florist is responsible for any damage caused by their arrangements.

Florists unwilling to abide by Hixson Presbyterian's policies will not be allowed to decorate at Hixson Presbyterian.

PHOTOGRAPHER

1. The photographer must observe the following: *no smoking* inside the church buildings or courtyard. *No alcoholic beverages* anywhere on church property.
2. Furniture must not be moved or used for a stepladder.
3. Photographer must arrange with the wedding coordinator a time that the church will be open and photographing may begin.
4. It is suggested that you arrange with the bride to take as many pictures as possible prior to the hour of the wedding.
5. Photographing in the sanctuary should end no later than 45 minutes prior to the beginning of the service.
6. No flash attachments or artificial lights are to be used during the marriage ceremony. Time exposures may be made from the narthex or back of the sanctuary. (For further clarification speak to the wedding coordinator.)
7. It is the photographer's responsibility to see that the wedding party is informed about group pictures to be made after the ceremony.
8. Following the benediction, during the recessional, the photographer may take pictures of the couple from the doorway as they exit down the aisle.

Photographers unwilling to comply with Hixson Presbyterian's policies will not be allowed to photograph weddings at Hixson Presbyterian.

VIDEOGRAPHER

1. The videographer must observe the following: *no smoking* inside the church buildings or courtyard. *No alcoholic beverages* anywhere on church property.
2. Furniture must not be moved or used for a stepladder.
3. The videographer must arrange with the wedding coordinator a time that the church will be open for setting up.
4. All equipment must be in place at least forty-five minutes before the ceremony begins.

5. The videographer should take care not to be seen or heard during the wedding ceremony. Video taping is permitted as long as the camera is stationary, and no artificial light is used during the processional, ceremony or recessional.
6. If a camera is used at the altar, it must be stationary and hidden by greenery and/or candelabra, etc. that the florist has provided. Arrangements should be made ahead of time with the bride and florist for the proper camouflage.
7. All equipment cases should be stored in the church office. **Aisles must be kept clear** for safety of guests.

Videographers unwilling to comply with Hixson Presbyterian's policies will not be allowed to video weddings at Hixson Presbyterian.

CATERER

1. The Caterer must observe the following: **no smoking** inside the church buildings or courtyard. **No alcoholic beverages** anywhere on church property.
2. The caterer must contact the wedding coordinator to make arrangements for the use of the reception and/or kitchen area. The caterer must make arrangements to meet with the wedding coordinator before the wedding and be aware of the regulations. The wedding coordinator must be consulted regarding details of building use.
3. The caterer must make a \$100.00 refundable cleaning deposit with the church office no later than three weeks before the wedding. This deposit is required before receptions of members and nonmembers alike and will be returned unless cleanup is incomplete and therefore unsatisfactory, to be determined by the deacons.
4. The following clean-up tasks are required: sweep/mop the kitchen floor and wipe off kitchen counters. Wipe up spills in the oven. The kitchen must be left clean. All garbage must be removed and deposited in the dumpster.
5. The church has tables and chairs for use on site. No equipment or furniture belonging to the church should be removed from the church.
6. Kitchen facilities are available but no help is provided.
7. No rice, confetti, or other similar material may be used.
8. The church' refrigerator and convection oven may be used. The wedding coordinator will demonstrate the proper operation of these appliances. The overhead lights must be turned on.
9. No church flatware, glasses, plates, pots or pans are to be used.
10. No church food or like products (spices, chips, coffee, etc.) may be used. Caterers should bring and use their own hot pads and cleaning cloths.
11. When the reception is held at the church, no alcoholic beverages may be served.
12. Only chase candles may be used in the reception areas.

Caterers unwilling to comply with Hixson Presbyterian's policies will not be allowed to cater a reception at Hixson Presbyterian.

XII. Nursery

HPC does not provide nursery care or nursery facilities for the children of wedding guests during a wedding. Children of the wedding party may use the nursery facilities only if HPC childcare workers are hired to provide the

care. Parents using the nursery will be responsible to return the area to the condition in which it was found. Payment for the nursery workers will be determined by the guidelines of the children's ministry program.

XIII. Wedding Contract

(To be turned in with your written request for use of the building.)

I have thoroughly read these guidelines and will abide by them. I also personally assume liability for any damages to Church property assessed by the Deacons of Hixson Presbyterian Church after the use of the facility.

Signed _____

Date _____

Hixson Presbyterian Church Policy Addendum for Non-Church Hosted Events

Hixson Presbyterian Church believes that the vibrancy of community life is a measure of the spiritual health and well-being of the church, and encourages church members to use the HPC facility for special events as much as possible. However, to prevent misunderstanding and preserve the peace and unity of the church, the following policy addresses which event(s) will or will not be advertised by the church, and what tools are available for the promotion of said events.

I. Church-Hosted Events

- A. For the sake of this policy, a church-hosted event is any event planned by one of the various ministry teams of the church accountable to the Session of HPC, to which the entire church or a specific affinity group within the church (such as men, women, youth, children, prime-timers, etc.) shall be invited.
- B. No ministry team of the church or any person involved in the leadership thereof shall host a private birthday party, retirement party, bridal or wedding shower, baby shower or any such event, without the consent of church leadership pursuant to the broader *Facility Use Policy* and the applicable addendums.
- C. If such a private event (see “B”) is approved, it will not be considered a church-hosted event and will be the sole responsibility of the individual(s) or group(s) involved to plan, promote and invite guests.

II. Communication Procedures

- A. If an event is hosted by the church (see above criteria), it will be promoted to the full extent possible pursuant to the church’s *New Event Communication Procedure*.
- B. If an event is not hosted by the church, it will not be included with the church-wide announcements, which includes being printed in the weekly bulletin or announced from the pulpit, nor will it be advertised in the church foyer or people street.
- C. Utilization of appropriate communication venues such as social media for Women’s Ministries, Men’s Ministries, Little Seekers Day School or Youth and Children’s Ministries as well as written (excluding the church bulletin) and digital communication such as *Ridgeview News* for events that are not hosted by the church may be allowed at the discretion of the leadership of the relevant ministries and/or church staff so long as it is effectively communicated that such events are not being hosted by the church.