



PEACE PRESBYTERIAN CHURCH WEDDING POLICY

FACILITIES USE FOR WEDDING

REQUESTS FOR USE

- Requests are to be made in writing through the wedding application form and the wedding information sheet completed and submitted to the Director of Worship and Communications or Office Manager who will communicate with the Pastors, Staff, and Diaconate for application review.
- If the application is approved reservations will be taken no more than one (1) year in advance for Peace members and no more than six (6) months in advance for non-members
- Scheduling will be with the Dir W&C or Office Manager who will:
 - Ensure availability and reserve it on the calendar
 - Collect the deposit
 - Make arrangements for opening and closing of the building
- Use of facilities will be limited to the public areas including:
 - Sanctuary
 - Fellowship Hall (A100-A104)
 - Kitchen (A106)
 - Cove (B100)
 - Library (B101-B103)
 - Nurseries (B113-B114)
 - Cry Room (B117)
 - Rest rooms
 - Foyers and hallways
 - As a general rule offices and classrooms are to be off limits for these events

Use of the Peace Presbyterian Church (Peace) facilities will be extended to members of Peace Church, their immediate family, and members of the Presbyterian Church in America (PCA) for weddings on the following conditions:

CONDITIONS FOR USE BY PEACE CHURCH MEMBERS

- All building use policies, including restrictions, apply.
- The Bride, Groom, or one of their close relatives must be a member in good standing at Peace Church
- There are fees charged to help cover the Peace Church's cleaning and other costs
- Both the Bride and Groom must be professing Christians *and under certain conditions may require approval from both sets of parents*
- The engaged couple must live in separate residences until the wedding day and make a commitment not to engage in sexual activity prior to marriage
- The couple will successfully complete premarital counseling with a Peace Church approved counselor/minister
- The officiant/minister of the wedding must be a PCA pastor (teaching elder) or be approved by Peace Church via application for Guest Officiating Minister form
- The wedding must be conducted in accordance with the requirements of the Westminster Confession of Faith (WCF) regarding Biblical marriage.

Any questions regarding fulfillment of these requirements shall be determined by the Peace Church's leadership (Deaconate and Session), in accordance with its governance structure.

CONDITIONS FOR USE BY NON-MEMBERS

- All building use policies, including restrictions, apply.
- The Bride or Groom non-members must be a member in good standing at a PCA Church. Other requests, such as for use by regular attenders, can be specially requested of Session through contacting of the Clerk of Session, clerk@peacepca.org.
- Fees are charged solely to help cover the Church's actual wedding-related ministry and facility costs. These are higher than for Peace members as Peace members are expected to contribute regularly to the support of the church and its facilities.
- Both the Bride and Groom must be professing Christians *and may require approval from both sets of parents*.
- The engaged couple must live in separate residences until the wedding day and make a commitment not to engage in sexual activity prior to marriage
- The couple will successfully complete premarital counseling with a Peace Church approved counselor
- The officiant/minister of the wedding must be a PCA pastor (teaching elder) or be approved by Peace Church via application for Guest Officiating Minister form.
- The wedding must be conducted in accordance with the requirements of the Westminster Confession of Faith (WCF) regarding Biblical marriage.

Any questions regarding fulfillment of these requirements shall be determined by Peace Church's leadership (Diaconate and Session), in accordance with its governance structure.

FEES

- **Peace Church Members**

- \$100 Fee for services of cleaning of the Sanctuary and/or Fellowship Hall
- \$50 Fee for a Sound Technician (2 hours during rehearsal, 2 hours during ceremony)
- Additional voluntary offerings will be welcomed

- **Non-Members**

- \$100 refundable deposit is due within 15 days of approval of the request. Deposit will be returned if event is cancelled in writing 30 days or more in advance.
- \$600 Fee for Sanctuary and adjacent public areas
- \$400 Fee for Fellowship Hall and Kitchen
- \$50 Fee for a Sound Technician (2 hours during rehearsal, 2 hours during ceremony)
- Additional voluntary offerings will be welcomed

- **Notes**

- Fees are for facilities use only
- Fees do not include: piano tuning, food, beverages, paper products, minister fees, musicians, wedding coordinator, reception coordinator, musical instruments (other than piano), or ushers.
- Sanctuary use includes Piano, microphones, and sound system (with an approved technician).
- Reception hall use may include use of tables, table cloths, chairs, kitchen items such as durable plates, table ware and glasses, pots, pans, serving dishes, chafing dishes, serving utensils and other items found in the kitchen. All items used are to be returned to the location in which they were found in clean/as found condition.
- Damage above and beyond normal wear and tear shall be the financial responsibility of the renter