

Pompey Community Church Building Use Policies for Weddings

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Pompey Community Church exists to meet people where they are and help guide them to where God wants them to be, by traveling together and becoming fully devoted followers of Jesus Christ.

The primary purpose of the Pompey Community Church building is to gather to worship God, participate in Communion, study God's Word, initiate Mission, and enjoy Christian fellowship. It is important that we manage the use of the building well, with care to preserve its beauty and function in a God-honoring way. All activities held in the building and associated properties must be consistent with who we are and what we believe.

Applications

Contact the church office to inquire about the availability of dates. The building is not available for weddings on Holidays, Sunday mornings, the weekends before and after Easter Sunday, the weekends before and after Vacation Bible School, and weekends before and after Christmas Week.

Before a date can be confirmed, couples who wish for Pastor Pfohl to officiate their wedding must schedule an appointment with him directly for a premarital interview. Once the Pastor gives his approval, the couple may submit the *Wedding Application and Agreement*.

Requests for weddings require submission of the *Wedding Application and Agreement* at least three months in advance of the event and no more than 14 months in advance of the wedding. All requested facilities, time allotted for preparation/set-up/clean up, and other service requests must be included on the *Wedding Application and Agreement*.

All applications for building use must be submitted to the church office, which is open 9 a.m. to 2 p.m., Tuesday through Friday. Applications for building use are subject to final approval of the Pompey Community Church Trustee Board (hereafter referred to as "the Trustees")

Officials, Applicants, and the PCC Sponsor

The wedding official will be licensed in the Gospel ministry and recognized by the State of New York. Pastor Pfohl must approve any guest officials.

The primary building use applicant must be at least 21 years of age. The couple is not required to be members of Pompey Community Church, but is required to have a "PCC Sponsor" who is pre-approved by the church.

The PCC sponsor will be an adult, contributing member of the PCC congregation, who serves as a liaison between the couple and the church, and holds additional responsibilities as detailed below. Couples may consult the church office to determine if an individual is eligible to sponsor their wedding. Should the couple need to, they may request to hire a PCC Sponsor on the *Wedding Application and Agreement*.

Building Access

At the time of application approval and confirmation of the schedule, a lock-up and security checklist will be provided to the PCC sponsor. The PCC sponsor must be present throughout the period of building use (including set-up, rehearsal, wedding, and clean-up) and the sponsor will be held responsible for securing the building at the conclusion of the events. Arrangements to borrow a key must be made with the church office during regular office hours and all keys must be returned no later than the day of regular church office hours after the wedding.

Sponsors will be held responsible for the care and condition of the space and equipment used, including restroom and kitchen facilities. Materials used for the wedding/reception will be removed within 24 hours of the completion of the wedding. Trash must be placed in bags or boxes and deposited in appropriate receptacles (dumpster and/or recycle bin) located in the south end of the parking lot. All activities must conclude in time for adequate clean-up and to allow for closure of the building by no later than 10 p.m.

Conduct & Expectations

Members of the wedding party will conduct themselves in a manner appropriate for a place of worship. **Alcoholic beverages are not permitted at Pompey Community Church.** It is the responsibility of the couple to ensure that policies are understood and followed by all the members of the wedding party and those contracted for the wedding (florist, caterer, photographer, etc.)

Facilities

Use of the building and properties assumes full access by participants of the rest rooms, coat storage and parking facilities. Members of the wedding party and associated participants (musicians, immediate family, photographers, caterers, florists, etc) may have access to other church facilities as specified and approved on the *Wedding Use Application and Agreement* form. All other areas of the church are not to be used. Participants shall not enter the church offices, use church supplies, phones, fax machine, copy machine, computers or use any other church equipment. Thermostat settings are pre-set. All changes to temperature must be specified and approved on the *Wedding Use Application and Agreement* form. PCC does not have resources to assist in traffic control. Parking assistance should be provided or managed by the wedding hosts.

Sanctuary (maximum capacity 360 – excluding alter area and sound booth)

- **No food or drink** is permitted in the sanctuary unless approved by the Trustees.
- Only persons on the approved list of technical personnel may operate the computer and sound equipment. Activities that require audio equipment (microphone, music, speakers) require an operator who has completed the required training and is current on the list of trained users.

Fellowship Hall (maximum capacity 200)

- This area can accommodate (15) tables and folding chairs, ten at each table, centrally located and organized on the floor.
- Is adjacent to the kitchen and entrance foyer

Kitchen (maximum capacity 10)

- Equipped with commercial [True] refrigerator, 6-burner Vulcan gas stove with flat-top griddle and double ovens, CaptiveAire exhaust hood, microwave oven and commercial coffee maker. (as of 2.17.2010) [Insinger RL-30 [3-minute cycle] dishwasher installation pending]

Preparation Areas

- Brides and Attendants may use the Conference Room as a dressing area.
- Grooms, and Ushers may use the Teen Room (next to the kitchen) as a dressing area
- Musicians and Photographers may use the stage rear (near the East exit door)

Photographers/Videographers

List any special requests for consideration on the *Wedding Use Application and Agreement*.

Wedding Programs/Bulletins

If you wish to provide a program or bulletin for your service, we suggest that you make arrangements with a local printer. The officiating Pastor should review the bulletin before it is printed.

Flowers

Fresh flowers and planters may be used throughout the building. Flowers that remain after the service will be used for Sunday worship services as appropriate and as time allows. Floral deliveries should be managed in collaboration with the PCC sponsor.

Decorations

Requests to decorate must be stated on the *Wedding Use Application and Agreement* form and are subject to final approval. All decorations, displays, images or pictures shall be appropriate to a Christian setting.

1. The pulpit and other non-electrical/sound items may be moved by the PCC sponsor. Sound equipment and instruments may be moved only by the approved PCC sound technician.
2. Flame candles and/or electric fixtures may be used only in designated areas with approval. Flameless candles may be used in any area of the church.
3. Isle runners may be supplied by the florist. [The distance between the doors at the rear of the sanctuary and the edge of the stage-steps is 55 feet.] Artificial flower petals may be strewn along the isle runner.
4. No nails, tacks, staples or screws shall be put in or on the walls or attached to the chairs. Masking tape may be used on glass but not on painted walls or woodwork.
5. All decorations must be removed within 12 hours of the conclusion of the building use **and by 10:00 p.m. on Saturday nights to allow for Sunday worship.**
6. No furniture shall be removed from the church building. All furniture must be returned to original placement upon completion of the events.
7. Exit signs must remain visible at all times.
8. Birdseed, bubbles, and fresh flower petals may not be used inside the church building, but may be used outside as the bride and groom depart. Rice is prohibited inside and outside the building due to safety concerns.

Any property left on the premises after a period of 30 days after an event may be deemed abandoned, shall be disposed of at the discretion of the Church. Pompey Community Church is not liable for items lost, stolen or damaged at any event related to weddings.

Supervision of Children

Children must be under the control and supervision of adult parents or guardians (older than 21) at all times; they are not permitted to roam freely on church property. The PCC sponsor and other adults must be present before the wedding begins and throughout until the last person has left the building.

General Kitchen and Food Service (Sponsor see additional *Kitchen Use Checklist*)

Guidelines for use of the kitchen and equipment will be provided to the sponsor and are posted in the kitchen. Full kitchen use includes use of stove, ovens, refrigerator and appropriate containers and utensils. Wedding hosts will provide their own food, supplies, and paper goods.

Upon completion of the event, counter tops should be free of foodstuff and other materials. Counter surfaces should be wiped clean of all crumbs and spills. The floor should be swept clean and/or mopped

if there are visible spills. Food should not be left in the refrigerator. PCC aprons and kitchen towels must be left in the laundry hamper for cleaning.

Fee Schedule

A deposit of 50% of the combined amount payable to “PCC” is required following the application’s approval. The remaining balance to “PCC” is payable at the church office up until the last business day prior to the wedding, and can be combined on one check written to “Pompey Community Church” noting the wedding date.

Room or service	Service Fee
Sanctuary	\$150 paid to “PCC”
AV Technician	\$100 paid to “PCC” includes rehearsal and service
Fellowship Hall with kitchen	\$150 paid to “PCC”
PCC Church Sponsor (if supplied by PCC)	\$200 paid to “PCC” for rehearsal and service (reception not at PCC) OR \$350 for rehearsal, service and reception at PCC
Pastor	Paid to pastor directly
Musicians/Pianist	Paid to individual(s) directly

Refund of fees: In the event of a cancellation, fees will be refunded or retained as follows:

Time of cancellation	Amount of refund
Up to 14 days prior to event	100% of deposit <i>refunded</i>
0-13 days prior to event	10% of total fee <i>retained</i>

Marriage License

The marriage license may be procured from the Office of the Probate Judge in any county. It should be given to the Pastor at the rehearsal. The officiating pastor is responsible for signing it and returning it to the issuing officer. To obtain a certified copy of the completed license to use as your permanent record of marriage, contact the Probate Office of the county and state that issued the marriage license approximately two or three weeks after the wedding.

The Trustees retain the right to make exception to or waive any part of these policies.

Approved on _____; version 7.7.2010