



## **Welcome to First Presbyterian Church**

### **Non-Member Wedding Policy**

We are delighted that you have considered First Presbyterian Church as the venue for your Christian wedding. We have a rich history in downtown Clarksville and are proud of our heritage and worship spaces. Our congregation dates as far back as 1822 and our current historic sanctuary to 1876.

As a congregation we are committed to preserving both the buildings and the integrity of our worship spaces. All weddings at First Presbyterian Church are considered worship services and serve to both please and honor God. With that in mind the following policies and guidelines have been established regarding non-member weddings.

Please read the policy/guidelines carefully and if you choose, fill out an application. The facilities use committee will review all requests and that process may take 3-4 weeks. No wedding will added to the church calendar without approval and proper deposits.

Lastly, we would like to extend a warm invitation for you to become a part of the life here at First Presbyterian Church. We would love to support you as a couple and become a part of your journey through a life in Christ Jesus.

**“For where two or more are gathered, there am I”  
Matthew 18:20**

**First Presbyterian Church reserves the right to deny any application based on the criteria set forth in this policy.**

**Facilities:**

Both the Sanctuary and Chapel are available as a venue for your Christian wedding. The sanctuary holds approximately 500, with the balcony another 30-35, and the chapel will hold 50.

No weddings will be scheduled during the season of Advent, Palm Sunday weekend, Easter weekend, New Years Eve or New Years Day.

**Ceremony and Pastors:**

Renting a venue at First Presbyterian Church does not include the pastor. You must use an appropriate clergy-person of a recognized Christian denomination. A justice of the peace, elected official and non-ordained persons are not acceptable.

An FPC representative will be assigned to your wedding if it is approved. This representative will be present at both the rehearsal and during the wedding day. This person is not your wedding planner, wedding coordinator nor is he/she your day-of coordinator. If your wedding requires such you must hire said person(s). The FPC representatives are present to unlock and lock the facility and see that all venues are used appropriately and properly.

**Decorating:**

Both the sanctuary and chapel at First Presbyterian are beautiful worship spaces. Decorations should be restrained and tasteful, respecting the simple existing architectural beauty of the worship spaces.

The following guidelines must be followed regarding decorating:

The pulpit in the sanctuary will not be removed for any reason.

The communion table and baptismal font may be moved but not removed from the front of the worship space.

Candelabras (not in excess of 2) may be used in both the chapel and sanctuary provided proper precautions are taken to protect the floors and furniture.

The existing worship candles may be lit and used during the ceremony. If a unity candle is part of your ceremony only drip less candles may be used and you must provide a small stand or table.

No tacks, nails, screws, or adhesives are to be used in the chapel or sanctuary. Non-scratching floral hooks may be used to designate pews for family members.

Candles are not permitted in the narthex. A small floral arrangement may be placed on the table outside the doors. It is recommended that your guest book be signed at the reception in order to keep the sanctuary from “bottlenecking”.

When potted plants or greens are used, floors and furniture must be protected from stains and/or drippings.

Aisle runners are not permitted.

Absolutely nothing is to be thrown by guests or any members of the wedding party, to include the flower girl. No rice, birdseed, bubbles or flowers, real or silk, anywhere inside or outside FPC property.

If it is your wish to leave flowers for the Sunday service arrangements must be made through the church office at least 2 weeks in advance.

It is your responsibility to have all decorations and floral arrangements removed within an hour of the conclusion of the ceremony.

The thermostats are set according to the season and cannot be changed.

### **Music:**

If you wish to have the organ played at your wedding only the FPC organist, or a select few other FPC musicians, may play. Their fees are included in the Sanctuary rental. A list of names will be provided and you must contact said musicians and make appropriate arrangements. If none of the approved musicians are available for your date, the cost of the organist will be deleted from the fee.

The Grand Piano (not including a pianist or musician) is available for use and you are invited to bring in musicians and/or instruments of your own choosing.

### **Sound System:**

The chapel does not require a sound system however the sanctuary does. Only FPC sound system personnel may use and control the sound system. They will be present at the rehearsal and 30 minutes prior to the ceremony.

**Fees:**

Venue rental:

Chapel -	\$1200
Sanctuary -	\$2500

Fees include custodian, church sexton, the FPC representative and an organist and sound personnel if in the sanctuary.

A ½ deposit is required to secure the date once the application has been approved. At a half way date, the other ½ is required. **The Wedding will be cancelled at the half way date if all fees have not been paid.**

Both the sanctuary and the chapel include the use of the parlor for brides to dress and prepare and the library for the men. You may have water bottles and light snacks (no sauces or dips) in these two rooms for the wedding party prior to the wedding ceremony. Venue fees are based on a total of 4 hours. Generally the breakdown of time is as follows: One hour ceremony, 2 hours prior to the ceremony for pictures and dressing, one hour after for clean up and dismissal. The FPC representative can lock both the parlor and library during the wedding ceremony however; FPC is not responsible for any valuables left in the building during the ceremony.

**Note:** The presence and or indication of alcohol or other forms of intoxication at the rehearsal and wedding day will negate the contract; the event, and absolutely no refunds will be considered. You are responsible for your wedding party and guests.