



Wedding Policy

To assist you in planning your wedding and/or reception, (1) Read the following information regarding the use of our church facilities, (2) Sign the agreement found on the last page, (3) Enclose your fee payment and return it to the Minister at the address below to reserve the church for your special day.

In the event of a small, private wedding, arrangements and fees may be discussed and negotiated with the Minister or Clerk of Session.

Congratulations on your upcoming wedding.
We wish you a happy and blessed marriage.

***First Presbyterian Church
357 Windermere Boulevard
Alexandria, LA 71303
Phone: 318-443-7229***

This Policy was made and updated June 25, 2013; all changes will take effect immediately.

Regulations for a Church Wedding

1. *Set your date* early to ensure availability of the facilities and the Minister. Discuss with the Minister a time for premarital interviews, if appropriate. This should be done before printing any wedding announcements to avoid embarrassment for anyone.

USAGE FEES FOR SANCTUARY ONLY*

(Includes dressing rooms and restrooms)

\$300

Additional fee for Fellowship Hall and Kitchen

\$200

*Any exceptions and adjustments will be subject to Session approval. Rental fees are due at time of booking.

2. Church furnishings are not to be displaced without permission.
3. **(FOR MEMBERS ONLY)** Minister, pianist, and custodian fees are due at rehearsal. Make separate checks for each individual. These will be the regular “officers” of the church unless special arrangements are made with the consent of the officers involved. (i.e.: minister, pianist, and custodian).
4. MUSIC must be approved by the Minister. Special performers will be the responsibility of the wedding party.
5. MARRIAGE LICENSE - Know the laws for procuring the license. The ceremony will not be performed without the license in hand. Bring it to the rehearsal.
6. FLOWER DELIVERIES must be coordinated with the Minister or another church officer.
7. PHOTOGRAPHY arrangements MUST be coordinated and approved by the Minister. NO EXCEPTIONS! This is a worship service and will be orchestrated accordingly. We recommend all formal wedding pictures be taken prior to the service to alleviate delays with the reception. Flash pictures are not permitted during the ceremony, but one may be taken during the processional and recessional. Most professionals are aware of this, but please remind anyone with a camera. Weddings have been interrupted over this. Videos will be permitted, but only from the back of the Sanctuary and by specific approval of the Minister of the Church.

8. RICE AND BIRDSEED are not allowed.
9. IMPROPER BEHAVIOR - Smoking, alcohol consumption, and gambling will not be tolerated and are grounds for removal.
10. USHERS shall be informed prior to the service regarding the location of extra chairs, lighting, acoustical outlets, and restroom location. The ushers shall be responsible for putting up AND taking down any extra seating.
11. THE RECEPTION; if desired, the Fellowship Hall is available for that purpose.
12. PEW CANDLES are not permitted.
13. PEW BOWS may be used subject to clear direction concerning appropriate attachment by a church official. (No tape, nails, or tacks)
14. A GUEST REGISTRY TABLE is available.
15. On Saturdays premises must be vacated no later than 9:00 p.m.
16. DRESSING AREA for female members of the wedding will be down the East Hall where there are restrooms and three rooms available for changing. DO NOT use the lobby restrooms for dressing as this may create problems for arriving guests.
17. THE CROSS is not to be adorned with any decoration. The Church's Representative will have final approval on any decorations. He or she along with the Church Session is the final authority on what is appropriate within the walls of this building.
18. THE SEATING CAPACITY is approximately 200 people and must be strictly adhered to in order to comply with fire codes.
19. COORDINATION of the participants in the wedding is the responsibility of the wedding party. You will be responsible for any wedding consultant or hostess that may be required. Any variance from the standard Christian church service will be subject to approval by the attending Minister.

THE FACILITIES WILL NOT BE RESERVED IN YOUR NAME UNTIL THIS AGREEMENT AND PAYMENT HAVE BEEN RECEIVED IN THE CHURCH OFFICE.

Total Fees _____

Paid _____

Wedding Party Representative

FPC Contact