

Providence Church
Facilities Policy
Weddings / Special Events Supplement

Scheduling

- Weddings may not be scheduled more than 18 months in advance. The Worship Center will seat up to 400 people.
- Two weekends each month will be unavailable for weddings.
- Weddings will not be scheduled during the following holidays:
 - Memorial Day weekend
 - Holy Week (Good Friday – Easter)
 - July 4th weekend
 - Labor Day weekend
 - Thanksgiving weekend
 - Christmas/New Years (December 22 – January 2)

- Saturday weddings/events must begin by 4 PM, and the building must be vacated by 6 PM.
- Saturday weddings with an on-site reception must begin by 12:00 PM, and the building must be vacated by 4 PM.
- Thursday rehearsals must end by 7 PM.
- The Worship Center and Activity Center will be available for set-up no earlier than 10 AM Friday for Friday weddings and 2 PM Friday for Saturday weddings.

Alcoholic Beverages and Smoking

The use of alcoholic beverages by any member of the wedding party or family/guests on church property is prohibited. Smoking is not allowed anywhere on church property. The bride and groom are responsible for informing the wedding party and all guests regarding this policy.

Event Coordinator

Every wedding or special event scheduled at Providence will be assigned a Event Coordinator. The Event Coordinator will supervise all facility related proceedings at the rehearsal, wedding and reception. The Event Coordinator will be available to meet with the bride (and groom) prior to the rehearsal to review the necessary details. The Event Coordinator will be on site during the rehearsal, wedding and reception. All details must be finalized with the Event Coordinator a minimum of 60 days prior to the scheduled date.

Facility Details

- Furniture may be moved only with the authorization and under the supervision of the Event Coordinator.

- Dressing Rooms for men and women will be assigned by the Event Coordinator. Dressing rooms will be available 5 hours before the ceremony. There are no mirrors in the dressing rooms.
- Nursery will not be available for wedding rehearsals or weddings.
- Day Care – the Lakeshore Little People’s Place (LLPP) rooms are always off-limits to the wedding party and their guests.
- Security - Providence Church assumes no responsibility for gifts brought into the church. Members of the wedding party should keep valuables with them at all times. The church and its staff are not responsible for lost or stolen personal property.
- Decorations must be limited to flowers, bows and candelabras. No tacks, screws, nails, hooks or glue may be used. All potted flowers must be in waterproof containers. Only dripless candles may be used. It is the responsibility of the wedding party to insure that the carpeting is protected. All candles must be placed on flat, stable surfaces.
- Rice & Confetti (including birdseed) are not to be thrown indoors or outdoors. Bubbles are permissible outdoors.
- Children must be supervised at all times. The nurseries and day care rooms are off-limits.
- Food must remain in the lobby or the Activity Center. No food is to be taken into the dressing rooms or the Worship Center.

Worship Center / Lobby Aesthetics

Because the Worship Center and Lobby are primarily for Providence worship, the aesthetics and décor will change rapidly and regularly. Although Providence will make minor accommodations in the stage area, there will often be banners, drama sets, displays and other decorations that cannot easily be moved or changed.

The Facilities Manager and Worship Director will be responsible for determining what changes, if any, will be able to be made in the Lobby and the Worship Center. These decisions will be communicated to the bride and groom no less than 60 days before the wedding. It is important to note that Providence ministries will always take priority.

Clean-Up

- All furniture must be returned to its original location.
- All flowers, candelabras and other decorations must be removed from the church immediately following the ceremony.
- All food, gifts, personal belongings, clothing and extra programs must be removed.
- The Master/Mistress of Ceremony must contact the Event Coordinator before leaving the church.

Reception

Receptions may be held in the Activity Center which will accommodate up to 200 persons. Any gathering following the wedding, whether for cake or a complete meal, will qualify as a reception and be subject to the appropriate time constraints and staffing fees.

The kitchen supervisor and/or Event Coordinator will be present at any reception. The supervisor is not present to serve guests but only to supervise the use of the kitchen. Providence reserves the right to determine if a kitchen supervisor will be required in addition to the Event Coordinator.

All kitchen utensils must be cleaned and returned to their proper places. All groups using the kitchen assume full responsibility for leaving the facility in the same condition as when they arrived.

Application

Everyone wishing to schedule a wedding at Providence Church must complete a "Providence Facilities Request" and agree to all conditions stated in the policy.

Fees

There is no rental fee charged for the use of Providence's facilities by church members, however the following fees will apply as necessary (determined by Event Coordinator):

- Event Coordinator (required) - \$175/event – wedding only,
- \$250/event – wedding and reception
- Sound Technician - \$ 30/hour
- Video Operator - \$ 30/hour
- Kitchen Supervisor - \$ 25/hour
- Set-Up/Custodial - \$ 25/hour
 - Wedding party may choose to set up/tear down under the supervision of the Event Coordinator.
 - All cleaning will be done by Providence Church staff (2-hour minimum)

In addition to the above fees, non-Providence church members will be charged \$250 for the use of the facility. This fee will be due 60 days before the scheduled wedding date, with the remaining expenses to be invoiced after the wedding.

Note: Pastors, musicians and soloists are paid separately.