

WEDDING BUILDING USE POLICY

AS APPROVED BY THE ASBURY BOARD OF TRUSTEES: 09.01.14

Asbury United Methodist Church

**201 South Main Street Greeneville, TN 37743
423-798-1050**

INFORMATION GUIDE FOR WEDDINGS

GENERAL:

A wedding held at Asbury UMC is a service of worship and a religious ceremony. Every effort should be made to maintain the chapel and sanctuary as places of worship. Our policy is intended to preserve the integrity of not only this place of worship but also that of the staff and the members of Asbury United Methodist Church. Every symbol that is placed in the place of worship has a meaning. None of these symbols (i.e. communion tables, cross, candles, Holy Bible, baptismal font, advent/memorial candles and/or stand) should be removed from their respective places in either the chapel or sanctuary. However the collection plates may be moved from the table and placed underneath the pulpit or lectern.

As in all church arrangements and decorations, everything should be placed to direct attention to the Cross. Please direct your florist's attention to this necessity and to the statements below concerning Asbury's policy for the use of the building.

Sanctuary and Chapel:

In addition to normal use for regular worship services, the sanctuary and chapel may be used for weddings providing that the following conditions are met.

1. **Pastor's Services:** You will need to speak with one of our ministers either to procure his or her services for the ceremony or to make arrangements for another minister to perform the ritual. This should be done as soon as possible.
2. **Wedding Director:** We have a wedding director available to assist you and to provide direction in your wedding preparations. Plans should be made to have regular consultations with our director. **It is mandatory that you retain one of these persons if either 1) you are not a member of Asbury UMC; or 2) you have elected not to use one of Asbury's ministers as the officiant.** To ensure that Asbury's interests are preserved, we require church staff representation in at least one of these capacities.
3. **Wedding Music:** Both vocal and instrumental music must be both in keeping with the Christian faith and also appropriate to the sacredness and solemnity of the occasion. Selections must be approved by the Music Director and a Pastor of Asbury United Methodist Church. The Church Organist ordinarily plays for all weddings conducted in the sanctuary and is paid a fee for professional services. It is your responsibility to contact her as soon as possible to reserve her services. It is your responsibility to contact her as soon as possible to reserve his/her services. If you wish for someone else to play, your organist must consult with the Musicians at Asbury concerning times to practice times and to approve selections that will be played. If you choose to use cassette tapes or CDs, these must be given to the sound technician no later than 1 day prior to the date of rehearsal. Once you have submitted your plan for music, reflecting both audio and technical needs, **please advise the staff no later than one day prior to the service if you make any changes.** It is our desire to plan for these needs in order to alleviate problems during the service.
4. **Rehearsal:** The wedding rehearsal should be treated with the same respect as the actual wedding ceremony. Rehearsals will begin promptly at the scheduled time and will last no longer than one hour. It is the responsibility of the wedding party to be present no later than fifteen (15) minutes prior to the rehearsal hour.
5. **Ceremony:** The ceremony must be a Christian ritual conducted by a Christian minister. No civil ceremony may be used. No civil official may preside as the wedding officiant.
6. **Holy Communion:** In the event you choose to include the sacrament of Holy Communion, please keep this in mind: the United Methodist tradition believes that it is Christ's table and not the table of United Methodists. This means that if and when the sacrament of Holy Communion is offered or served, all persons present must be invited to the table (be offered an opportunity to partake in Holy Communion.) No one is to be excluded.
7. **Aisle Cloth:** An aisle cloth may be used as part of the service; however, it is your responsibility to make arrangements for providing such a cloth.
8. **Flowers:** Only a minimum supplement of flowers and greenery should be used to enhance the natural beauty of the Sanctuary or Chapel. Floral arrangements must be placed on self-supporting stands, and should in no way obscure or distract from the Cross on the communion table.

9. **Candles:** Any candleholder or candelabra furnished by the florist should be placed in such a manner so as not to obscure hide the altar. All candles must be of the dripleless variety so as not to create tallow drippings on the floor or furniture and must be carefully placed to avoid a possible outbreak of fire. Candles may be placed in windows if they are placed in such a ways so as not to deface the windows. Candles may be used by the wedding party or congregation.
10. **Kneeling Bench:** A kneeling bench is available.
11. **Wedding Pictures:** Photography **MUST** be done either before the wedding or immediately after the ceremony.
12. **Fees:** Asbury imposes certain charges and rental fees. These charges vary depending on which areas of the building are used. This information may be found on the usage agreement you receive from the church office.

Miscellaneous:

1. The hours for both the rehearsal and the wedding must be set and given to the church office no less than ninety (90) days prior to the date of the wedding. The church will be opened at these times.
2. There shall be **no food or drink** in the sanctuary. Please dispose of these items properly before entering the sanctuary.
3. It is the responsibility of the wedding party to remove any wedding flowers, stands, aisle cloths, or personal possessions as soon as possible following the ceremony. The sanctuary/chapel and other rooms used by the wedding party must be cleaned out and prepared for the next day's use.
4. You may wish to have the sound technician peal the bells following the ceremony. Please make this request at the rehearsal.
5. If a horse drawn carriage is used, it is the responsibility of the wedding party to see that the street is cleaned and animal waste is properly disposed.

General Restrictions:

1. NO RICE will be permitted inside or outside the building. You may use birdseed on the outside of the building only.
2. Absolutely no alcoholic beverages are to be served at any time at Asbury UMC.

GENERAL FACILITY POLICIES:

1. In order to GUARANTEE a reservation, it must be made in writing to the Administrative Assistant by use of a reservation form. Reservation will be processed on a first come/first serve basis. Priority will be given to Asbury UMC members. Do not assume that the reservation is guaranteed until confirmation is received from the administrative assistant. Groups should be aware that the reservation time should include setup and cleanup. At no time should the building be used without authorization.
2. Activities conducted at Asbury UMC are a part of the overall ministry of the church and those participating should conduct themselves accordingly.
3. Use of Asbury UMC facilities may be limited prior to and during Christmas, Easter / Holy Week and other significant Christian holidays. Specifically during the week of December 25 (Sunday to Sunday). No decorations may be added, removed or moved during this time.
4. The Board of Trustees or their designee will be responsible for the interpretation and enforcement of church policies.
5. Illegal drugs, alcoholic beverages, tobacco products are prohibited in and around the church. In addition, fighting or abusive language will not be tolerated in and around Asbury UMC.
6. Participants must remain inside the facility and should not loiter around the outside of the facility or adjacent parking area without supervision.
7. All eating and drinking in the church facility shall be confined to designated areas approved by the Trustees. No eating or drinking in the sanctuary or music rooms.
8. The staff, at their discretion, will operate lighting. The temperature controls will **not** be touched by anyone other than the church staff or an approved representative, unless otherwise approved.
9. Asbury UMC is not responsible for lost or stolen personal articles or personal injury during use of our facilities.
10. Kitchen Team supervision is required for kitchen usage. (See kitchen policy.)
11. Any functions not covered specifically in current set policies are subject to current Trustees approval.

12. Church member designation: See Book of Discipline - paragraph 215.
13. Per AUMC Board of Trustees current church members, church member's children, and grandchildren are all considered church members for the purpose of building use and those rates and guidelines will apply when renting AUMC facilities.
14. If cancellation occurs within 14 days of the event 100% of the deposit and fees will be returned. If cancellation occurs after 14 days prior to the event, the reservation fee will be returned excluding the deposit.
15. The fees for all spaces are charged by the event, not the day.
16. There is an additional key deposit of \$100.00 for non-members that will be returned when the key is returned, as long as the building and grounds are left clean, lights and water turned off and doors locked.
17. Personal office areas are off limits to non-members.
18. Computers and office equipment are not for use by those reserving the facility.
19. Damages to Asbury UMC facilities or equipment while a group is using the facility will be considered the financial responsibility of the group or individual whose signature appears on the Building Use request form. The building will be checked by a member of the staff or Trustees after events. If there is damage to the facility or equipment owned or operated by Asbury UMC the responsible party will be notified immediately. There will be a minimum charge of \$100.00 for damages.
20. At the time of the reservation, a request should be made for table, chairs, and sound equipment. Approval must be obtained by the Music Director for sound equipment and operated by approved sound tech operator, see fee schedule.
21. Tablecloths, paper products, beverages and food are not provided by Asbury UMC for non-members. You must provide your own supplies.
22. Silverware, dishes and plastic cups are included in the kitchen rental fee.
23. Only the tables and chairs from the storage room in the large fellowship hall are to be used during events. At no time are furniture and/or equipment to be taken from any other area of the church without prior Board of Trustees approval.
24. Clean the floor with approved cleaners and methods after any spills, a cleaning kit will be made available for groups using our facility.
25. Turn off all lights, lock all outside doors (unless otherwise noted) and place all garbage in the dumpster before leaving facility.

KITCHEN POLICY:

1. Use of the kitchen should be scheduled through the Administrative Assistant with church members having precedence.
2. Church functions that require kitchen use will have precedence over outside groups. All other functions will be scheduled on first come/first serve basis.
3. The kitchen should be cleaned and trash cans should be emptied. Any dishtowels or dishcloths used during building use must be left in marked basket and will be laundered by an Asbury UMC representative.
4. If items must be removed from the kitchen for a legitimate reason, such as cleaning, maintenance, etc. such items should be checked out with the Administrative Assistant and pre-approved by the Board of Trustees.
5. A kitchen committee member must be present when using equipment and facilities if used by a non-member. This will be an additional charge of \$15.00 per hour/minimum 3 hours for this service. This fee will be placed in the church account earmarked for kitchen improvements.
6. Any person(s) damaging or defacing the kitchen equipment will be responsible for repair or current replacement costs.

TABLECLOTH POLICY:

1. If permission is given to use tablecloths owned by Asbury UMC, those persons are to pay \$5.00 per tablecloth used for professional cleaning.
2. There is adequate storage located in the fellowship hall closet to hang the tablecloths. Please return tablecloths and let a representative know when the cloths have been returned. The tablecloths are not to be borrowed for use outside of the church.

SOUND EQUIPMENT:

1. Church members may request use of equipment for events and activities that are church sponsored and church related only. The church staff will determine which events and activities fall into this category and the Administrative Assistant will note this on the church calendar.
2. Church members will be given a list of certified sound equipment operators that have permission to operate sound for event. This list will be compiled by the Music Director and approved by church staff. Only those who have satisfactorily completed training will be placed on the list. Only persons on this list will have permission to operate any church sound equipment.
3. As our sound equipment is very expensive and somewhat delicate, all sound equipment will be locked up at all times, unless being used by a certified operator.
4. Weddings: Those wishing to use the sound equipment for a wedding will be given a list of certified sound operators. The wedding party must contact one of these operators to run the sound for rehearsals and the ceremony.
5. Any outside activities or events, particularly those that are not church related and/or sponsored, must rent their own sound equipment and retain their own sound operator. Church owned equipment may not be rented out for this purpose. The only exception to this rule is weddings in the sanctuary.
6. Church owned sound equipment, stage lights, etc. cannot be lent out to groups for use outside the church.

MUSICAL INSTRUMENTS:

1. The organist has exclusive rights to the use of the organ. Anyone wishing to use another organist for a wedding may do so only at the discretion of the church organist/Music Minister.
2. Decorations, candles, flowers etc. should never be placed on the organ or piano. This applies to church members and non-members alike.

KITCHEN EQUIPMENT:

1. Approved church members already trained in the use of kitchen equipment are required to be present anytime kitchen facilities and/or equipment is used. All non-members will be required to have a Kitchen Team Representative on site at the **rate of \$15.00/hour, for a minimum of 3 hours** unless otherwise noted. This fee will be placed in the church account earmarked for kitchen improvements.
2. No kitchen equipment or supplies should be removed from the kitchen

ACEC PLAYGROUND POLICY:

1. The church playground is open to ACEC families and church members only unless otherwise noted, or prior authorization is given by the Board of Trustees or the ACEC Board of Directors.
2. Use the equipment on the playground at your own risk. Asbury UMC will accept no responsibility for any injuries in or around the playground.
3. All policies and rules from The General Policies, Use of Facilities, and the Safe Sanctuary Policy apply to activities on the playground as well as the grounds surrounding the playground.