

BUILDING USE POLICY WEDDING

AS APPROVED BY THE ASBURY BOARD OF TRUSTEES

March 15th, 2019

**Asbury United Methodist Church
201 South Main Street Greeneville, TN 37743
423-798-1050**

INFORMATION GUIDE FOR WEDDINGS

GUIDE INTRODUCTION: (MUST READ FIRST)

Weddings held at Asbury UMC are services of Christian worship and ceremony. Every effort should be made to maintain both the chapel and sanctuary as places of worship. Our policy is intended to preserve the integrity of our church, the staff, and the members of Asbury United Methodist Church.

All church furnishings, religious symbols and decorations have been arranged to direct attention to The Cross. Each symbol placed in our sanctuary and chapel has 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. The only exceptions are the collection plates which may be moved from the altar table and placed underneath the pulpit or lectern and altar flower arrangements. Asbury's wedding director will assist in removal of the flowers.

It is imperative that all general and specific rules in this document are followed. It is the responsibility of the bride and groom to share Asbury's wedding policy with their wedding director and florist early in the planning stages of the wedding to eliminate conflicts prior to the actual wedding date.

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 "**BUILDING USE POLICY WEDDING**" document.
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, chapel 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 below.)
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 with the Wedding Director for table, chairs, and sound equipment. Approval must be obtained by the Music Director for your wedding music. Asbury sound equipment must be operated by our approved and trained sound operators, (see Fee Schedule).
 21. 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.
 22. Any liquid spills must be brought to the wedding director at the time of the spill.
 23. The Wedding Director will be responsible for the following: Turn off all lights, lock all outside doors (unless otherwise noted) and place all garbage in the dumpster before leaving facility.

SPECIFIC GUIDELINES FOR USE OF ASBURY UNITED CHURCH FACILITIES:

1. **PASTOR'S SERVICES:** Church members and non-members must 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:** It is mandatory that members and non-members retain our Wedding Director. Our director will be responsible for providing guidance in your wedding preparations, including making necessary arrangements with the persons involved in sound, music, and kitchen/fellowship hall use. All planning must be done through the director through regular consultations and communications. To ensure that Asbury's interests are preserved, we require church staff representation.
3. **Wedding Music:** Both vocal and instrumental music must be 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 plays for all weddings conducted in the sanctuary and is paid a fee for professional services. It is your responsibility to communicate your intent to the Wedding Director as soon as possible so they can reserve the Church Organist's services. If you choose to use other media (CDs or digital), these must be given to the Wedding Director to communicate with 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. Fresh flower petals can be used in the aisle, however, if fake flower petals are used it is the wedding party's responsibility to remove them as part of their cleanup.
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 or hide the altar. All candles must be of the dripless 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 way as not to deface the windows.
10. **Hanging Wooden Cross:** The Cross cannot be decorated in any way, or removed from its location. It is to remain undisturbed.
11. **Kneeling Bench:** A kneeling bench is available.
12. **Wedding Pictures:** Photography and videoing **MUST** be done either before the wedding or immediately after the ceremony. Video and non-flash photography may be taken during the ceremony.
13. **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 or chapel. Please dispose of these items properly before entering the sanctuary. It is the responsibility of the wedding party to remove food, and personal items from dressing rooms used by the bride and bridesmaids and the groom and groomsmen.
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 peel the bells following the ceremony. Please make this request with the Wedding Director 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.

FELLOWSHIP HALL AND KITCHEN POLICY:

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. Paper products, beverages and food are not provided by Asbury UMC for non-members. You must provide your own supplies.

3. Silverware, dishes and plastic cups are included in the kitchen rental fee.
4. No kitchen equipment or supplies should be removed from the kitchen
5. Use of the kitchen should be made known to the Wedding Director as soon as possible to schedule with the Administrative Assistant, with church members having precedence. The Wedding Director will make necessary contact to secure an approved Kitchen Team Representative.
6. Church functions that require kitchen use will have precedence over outside groups. All other functions will be scheduled on first come/first serve basis.
7. 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.
8. If items must be removed from the kitchen for a legitimate reason, such as cleaning, maintenance, etc. such items should be checked out via the Wedding Director working with the Administrative Assistant and pre-approved by the Board of Trustees.
9. Any person(s) damaging or defacing the kitchen equipment will be responsible for repair or current replacement costs.

TABLECLOTH POLICY: (FELLOWSHIP HALL)

1. Tablecloths are not provided by Asbury UMC for non-members. You must provide your own, unless permission is given to use tablecloths owned by Asbury UMC, a fee of \$5.00 per each tablecloth used will be charged for professional cleaning.
2. There is adequate storage located in the fellowship hall closet to hang the tablecloths. Please return tablecloths and let a staff member or church representative know when the cloths have been returned. The tablecloths are not to be borrowed for use outside of the church.

SOUND EQUIPMENT: (SANCTUARY/FELLOWSHIP HALL)

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 our sound equipment for a wedding must communicate their intent to the Wedding Director as soon as possible. The Wedding Director will make necessary arrangements with our certified sound 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: (SANCTUARY, CHAPEL AND FELLOWSHIP HALL)

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.

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.

I have received the Wedding Building Use Policy and agree to comply with the policy as laid out by the Board of Trustees of Asbury United Methodist Church. If I have a desire to include anything outside of this policy, I understand it can only be done by the Wedding Director seeking approval from the Board of Trustees.

Bride and Groom or Wedding Party Representative

AUMC Representative

Date

Date