

PINEWOODS PRESBYTERIAN CHURCH  
FACILITY & EQUIPMENT  
USAGE GUIDELINES

*Revised December 12, 2005*

*In an attempt to establish a uniform policy regarding the usage of the Sanctuary and other property, the Officers of Pinewoods Presbyterian Church have adopted the following guidelines.*

*We hope and expect that these guidelines will enable us to be good stewards of the facilities the Lord has entrusted to us.*

## SCRIPTURAL FOUNDATION EVENTS

### WEDDINGS/RECEPTIONS

Believing that the Sanctuary is a fit setting for the sacred rites of marriage, while desiring to be prudent stewards of the Lord's property, the following requirements are set forth in the regard to decorating for weddings:

1. No decorative materials may be attached to the walls, pews, chairs or other furniture by tacks, nails, staples, or any other type fastener that would cause damage.
2. Drip-less candles may be used with an appropriate stand and/or globe. For safety reasons, candles **MAY NOT** be placed in the seating area or aisles or placed in candelabras on the top of the church organ or piano. **DRIP-TYPE CANDLES** must have **PRIOR DIACONATE APPROVAL**.
3. The piano, organ and music cabinets may **not be** moved or re-arranged without the **written** consent of the Diaconate or Church Administrator. Only then may they be moved under the direction of the Church Supervisor of Maintenance. The Supervisor must be on hand when this duty is carried out. Other furniture may be moved as long as it is done with extreme care and under the direction of the Church Supervisor of Maintenance.
4. Photography is allowed in the Sanctuary during the service, without flash, but care must be taken **NOT TO DISTRACT** while the service is underway. Photographers are requested not to stand on chairs without a protective covering put down. If not available, remove shoes. **DO NOT STAND** on any other furniture.
5. Video production is permitted from the rear, or out of sight in the front.
6. Birdseed may be thrown at the wedding party, but must be done outside the church buildings. **PLEASE DO NOT THROW RICE**. Anything else thrown must have **PRIOR DIACONATE APPROVAL**, and be **ENTIRELY CLEANED UP**.
7. The Church Supervisor of Maintenance shall be responsible for making sure the Church buildings are cleaned, and all furniture/arrangements, etc. are restored to original positions. This must be done within 24 hours, or before the next scheduled function, whichever comes first.
8. The Fellowship Hall is available for wedding receptions. The same rules apply regarding decorating as the Sanctuary.
9. A plan to use the church facility for weddings/receptions must be submitted in writing to the church office, and approved by the Diaconate Chairman **30 DAYS IN ADVANCE** of the event. The Diaconate Chairman will advise the Session of these plans.
10. Use of the church's facilities by a church member will require a fee of \$150 paid one week in advance to the church office. The fee will cover the cost of maintaining and cleaning the facility. If only the sanctuary is used, the fee will be \$75. Use of the facility by a non-member will require a fee of \$400 to be paid one week in advance at the church office. If

only the sanctuary is used, the fee will be \$250. Non-members must first get Diaconate approval.

11. The church sound system may be operated **only** by a sound technician from Pinewoods Church. This sound technician will be available for rehearsal and the function. Unless the sound technician agrees to some other arrangement, the fee for this person will be \$50.00 paid one week in advance to the church office. Sound equipment may not leave Church premises for any reason.
12. Any clean up following rehearsal will be the responsibility of the wedding party.
13. Cloth upholstered Sunday School chairs are not to be used for wedding receptions.
14. Complete the Wedding Nursery Request Form if nursery is needed.

### **FUNERALS**

The Diaconate will make every provision possible when the church is needed for a funeral. Every consideration appropriate for a Christian funeral/memorial service will be observed.

In the event that circumstances necessitate usage of our facility, please contact the Pastor or church office at your earliest convenience.

### **BIBLE STUDIES, MISSION CONFERENCES, ETC.**

Every fellowship of believers needs to understand and apply the faith we possess. Practical methods to accomplish this include Bible Studies, Mission Conferences, Ladies Activities, Prayer Breakfasts, Musicals, Ordinations, Seminars and other teaching/fellowship gatherings.

Pinewoods Church is committed to offering its facilities for purposes such as the above and reasonable accommodations, with proper notice, will be afforded to our membership and presbytery.

### **LOANING OF CHURCH EQUIPMENT**

The Diaconate has designated tables and chairs that may-be loaned for use outside church facilities. This is to be coordinated through the Church Office and/or the Diaconate. Items must be signed out in "Loaner Log" and signed in when returned.

### **COMMUNITY OUTREACH ACTIVITIES**

### **VOTING & OTHER COMMUNITY SERVICES**

From time to time events and community activities occur which Pinewoods Church may have interest in participating with by the offering of our facilities, such as a polling location during the

voting season. In addition, appropriate and legitimate activities may request usage of our facilities. Upon request, and with Diaconate and Session approval on a case-by-case basis, Pinewoods facilities may be utilized.

## **SPECIAL SERVICES**

### **CUSTODIAL SERVICES**

Services provided by our custodial staff are critical to the daily operations of the Church, and as such, must be configured in any plan to use our facilities for a personal purpose, such as a wedding (even in the case of church members, where a facility usage fee is not required, to cover costs of time and labor). The attached Special Event Room Arrangement form must be completed and returned to the church office at least one week before the event.

### **NURSERY**

For most church-sponsored/sanctioned activities, a Nursery is provided. However, it is not always a guarantee that there will be one. Determining factors include the nature of the event, and the availability of suitable staff. In some cases, Pinewoods Church will absorb the cost incurred, but this is not always the case.

During the planning phase of any activity, checking with the Church Office staff regarding the need for and availability of our Nursery, with advanced notice, should be a priority. Nursery must be reserved at least two weeks in advance of an event.

## **CONCLUSION**

THE PURPOSE of this document is to inform both members of Pinewoods and the public regarding the general guidelines for using our facilities for any activity. In light of the principle found in I Corinthians 10:31, *"So whether you eat or drink or whatever you do, do it all for the glory of God,"* we seek to honor Him in all of the activities held at Pinewoods Presbyterian Church. As such, we strictly prohibit the use of alcohol or drugs, smoking, fighting, cursing, gambling, or any other illegal and/or immoral behavior on the premises. FINALLY, the Elders and Diaconate desire that all who pass through our doors feel welcome and request that special care would be taken of all church property as if it were your own.

# Wedding Nursery Request Form

- Fill out the bottom portion of the wedding nursery request form below and mail or turn in to the church office 30 days prior to the wedding. Keep the top portion for your records.
- If you do not submit the following form, the Nursery Team **WILL NOT** be responsible for providing a nursery for the wedding.
- A wedding nursery will include the reception, only if the reception is held at Pinewoods Church. There will be a 2 hour limit for the nursery. Children must be picked up by the end of those 2 hours. The nursery will open 15 minutes before the wedding is to start.
- The wedding party will be charged the normal fee of \$25.00 for each worker.
- The Nursery Workers Coordinator will need a final number of children to expect in the nursery at least 7 days prior to the wedding date.
- The nursery is for 4 year olds and younger **ONLY**. There will be no exceptions.

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Please fill out this form in its entirety and mail or turn in to the church office 30 days prior to your wedding. Thank you

1. Names of Wedding Couple: \_\_\_\_\_
2. Contact Person for the wedding: \_\_\_\_\_
3. Date and time for the wedding: \_\_\_\_\_
4. Will the reception be held at Pinewoods? \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF USING PARTY:**

I/we have read and agree to abide by and adhere to the Facility Usage Guidelines for the use of the Pinewoods Church facilities.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PINEWOODS CHURCH**  
Special Event Information

Date of Request \_\_\_\_\_

Ministry Team Making Request  
\_\_\_\_\_

Person Making Request \_\_\_\_\_

Phone \_\_\_\_\_

Event \_\_\_\_\_

Location \_\_\_\_\_

Date of Event \_\_\_\_\_

Is it on the Church Calendar? \_\_\_\_\_

Number of people expected to attend \_\_\_\_\_

Table set-up deadline: \_\_\_\_\_

Table Set-up Diagram --*Complete the attached Table Set-up/Room Arrangement Request Form and return to the church secretary at least **ONE WEEK** before the event.*

Do you need money/check?\* \_\_\_\_\_ Amount \$ \_\_\_\_\_

*\* Check Request forms are in church office. A check request must be filled out and returned to the church secretary at least **ONE WEEK** before needed.*

Is Nursery Needed?\* Yes \_\_\_\_\_ No \_\_\_\_\_

*\*Nursery must be reserved **TWO WEEKS** in advance of event via **COMM Link**. (Contact the church secretary to put info in the bulletin).*

Is Kitchen Needed? Yes \_\_\_\_\_ No \_\_\_\_\_

Are Kitchen Supplies Needed (paper goods, utensils, coffee/sugar/tea, etc) ? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, what supplies \_\_\_\_\_

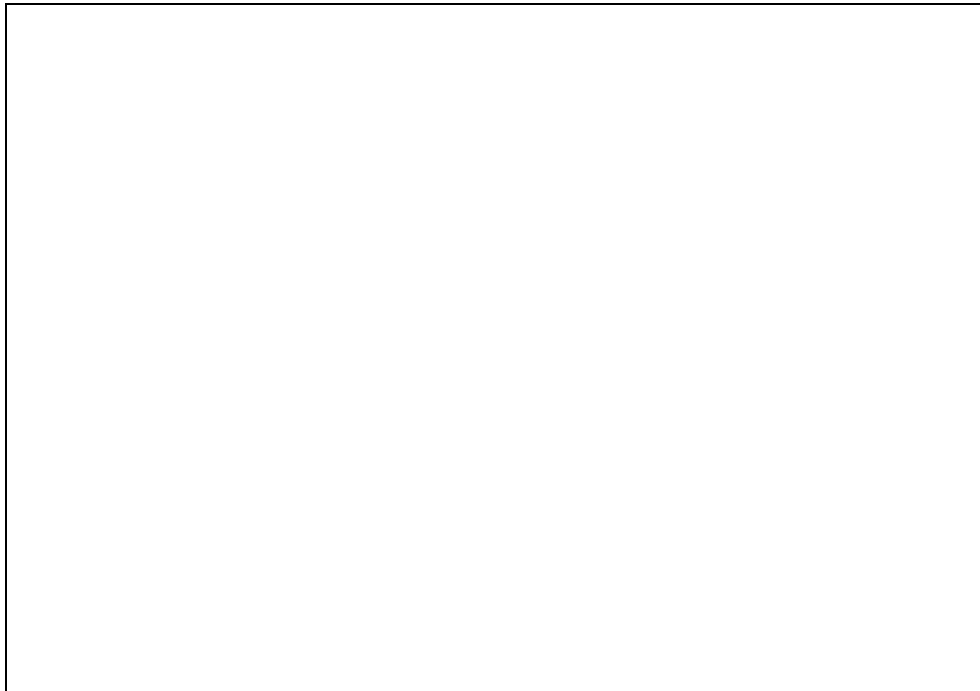
Other Special Instructions:

TABLE SET-UP / ROOM ARRANGEMENT

Please diagram the correct room set up for your Wednesday Night class and return this form in your Attendance Folder tonight. THANKS!!

Class and Room # \_\_\_\_\_

Diagram Set-up Plan:



Other Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

tablesetup

