

CHURCH WEDDING POLICY
Stone Tower Seventh-day Adventist Church
3010 NE Holladay, Portland, OR 97232
503-232-6018

Marriage is an institution established by God and honored by Christ. We are happy to provide our facilities for your wedding and church staff prays that God will make your home one of the happiest on earth.

A marriage conducted in a church is a Christian worship service where all present praise God and invoke His presence in the ceremony and His blessings on the marriage. Because of the sacred nature of Christian weddings, we encourage you to plan your wedding thoughtfully to assure the beauty, simplicity and dignity of the religious service.

In order that your wedding may be a truly sacred occasion and a memory to cherish through the years, the following guidelines have been established. The Stone Tower Church Pastor or Board must approve any exceptions on these guidelines.

A. Reserving the Church

1. You may request a Wedding Application by sending an email to Secretary@stonetowersda.org. You may reserve the Facility up to 6 months prior to your wedding.

Please be advised that our church is used for many other church related functions so we cannot guarantee that we will be able to accommodate your request. Priority is also given to members of Stone Tower Seventh-day Adventist Church.

2. Read the Wedding Policy carefully and complete the Wedding Application with all necessary signatures.
3. Return the application with a check to cover 50% of applicable fees. The balance of fees must be received by our church two weeks prior to the date of your wedding. If you are unsure of or have questions about our fees, please feel free to reach out to our treasurer by sending an email to treasurer@stonetowersda.org.
4. Stone Tower Church is not available for weddings on Fridays and Saturdays because of Sabbath observance.

B. Stone Tower Personnel

1. **Deaconess is available to:**
 - a. Provide the wedding party with access to the church four hours prior to the wedding to allow time to decorate the Sanctuary (located on the main level of the church building) and set up the reception and kitchen areas (located on the lower level of the church building) if use is included in this agreement.

- b. Answer any questions you may have prior to the service.

2. Sound System Personnel

- a. Our Sanctuary does have a sound system available, but it must be operated by one of our sound technicians. This will incur an additional fee of \$25.00 per hour for a sound technician to be on site during the event. If you want to bring in your own sound system, you must coordinate with our sound technicians to ensure that it is compatible with our system. This includes equipment you would want to use to record this momentous occasion.

A piano and organ are also available for your use.

- b. Our reception hall also has a microphone available. We will set this up for you to use during the reception, if applicable.

3. Custodian

Approximately 30 minutes prior to the schedule end of the event, the custodian will be there to do a visual inspection of the area(s) to ensure that:

- a. All furniture is returned to its proper place.
- b. The kitchen/fellowship area is clean.
- c. The building is secured after the party has vacated the premises.

C. Sanctuary and Foyer (Main Level)

- 1. All activities in the Sanctuary shall be conducted in a reverent manner. Please refrain from eating and drinking, playing secular music or general horseplay while in the Sanctuary or foyer.
- 2. You may move items on the platform (not the organ) but all items must be returned to its proper place before vacating premises.
- 3. Furniture and items in the foyer must be returned to its proper place before vacating premises.
- 4. No tacks, nails, staples, or tape may be used that would mar the pews, woodwork, walls or carpet.
- 5. Any candles used must be dripleless and housed in a hurricane holder with a drip tray. Burning open flame candles are prohibited. You will be responsible for replacement of carpet due to dripping wax on the carpet.
- 6. Fresh flowers may not be dropped in the aisles unless a runner is being used.
- 7. Rice, confetti, birdseed, etc., may not be thrown inside or outside the church.

8. The Church Office, Evangelistic Resource Center and Treasury Room are not available to the rental party.

D. Music

Musical selections for the wedding ceremony should be in harmony with the church standards. All music selections for the ceremony and reception, both vocal and instrumental, should be free from secular influences. **Should we mention specific instruments such as drums?**

E. Fellowship Hall

If this area is included in your rental agreement the following applies.

1. Seating capacity is limited to _____ people. Tables and chairs are available and are included in this agreement.
2. Rental party will provide own tablecloths and any decorations to be used. Open candles are prohibited at any time. At the conclusion of your event, please ensure that you remove or dispose of all tablecloths and decorations.
3. All foods and drinks are to be served and consumed in the reception hall or kitchen or outdoors. No food and drinks are to be consumed on the main level.
4. Wipe down the tables and any spills on the floor.

F. Kitchen

If this area is included in your rental agreement the following applies.

1. The kitchen is equipped with two refrigerator/freezers, a stove, and two wall ovens. Electrical outlets are available however overloading the outlets with crockpots and other electrical cooking devices may cause power outage in the kitchen.
2. A very limited amount of cooking utensils and serving bowls is available. It is advisable that renters provide their own supply of cooking and serving utensils as well as any paper products they might need.
3. All food shall be cooked and served in the kitchen or in the reception hall.
4. Only vegetarian food products may be cooked and served in our kitchen. This may include eggs and dairy products. All meats in any form are not allowed.
5. Alcohol and caffeinated beverages are not allowed in the church building or on church property at any time.
6. Tobacco, vaping, marijuana and any other drugs are not allowed in the church building or on church property at any time.

7. After the event all leftover food shall be removed or disposed of properly in receptacles provided.
8. Dishes, pots and pans and utensils shall be washed, dried and put back in its proper place. Wipe down counters and stove and any spills on the floor.
9. If you use any dishtowels, please leave them in a pile on the counter. We will launder them.

G, Clean Up

The cleaning fee is included in the rental fee of the facility. Stone Tower Church will vacuum and clean the sanctuary and the fellowship/kitchen area after the wedding is finished. All items left behind will be disposed of properly. An additional fee may be charged for any items damaged by the rental party.

H. Rehearsal

Rehearsal time of two hours can be scheduled by calling the church. One of our deaconesses will open the church, remain on site during the rehearsal and lock the church when done. This time is included in the church rental fee. If you need to schedule a time beyond the two hours, an additional fee will apply.

I. Photos/Videos

1. The use of flash photos shall be left up to the discretion of the wedding party. Please inform your professional photographer and all amateur photographers of your desires. A notation to this effect should be placed on the wedding program if one is provided.
2. Arrangements can be made to take pictures preceding or following the ceremony.
3. Videotaping is allowed provided no flash or flood lighting is used and the videographer is not conspicuous.

J. Fees

These fees apply to members of other Seventh-day Adventist Churches within the Oregon Conference and the general public.

1. The fees are as follows:

For Stone Tower member Adventist:

Wedding in the Sanctuary	\$100.00
Reception in Fellowship Hall/Kitchen	<u>\$100.00</u>
Total	\$200.00

2. Members of Other SDA Churches in good standing

Wedding in the Main Sanctuary	\$ 500.00 <u>\$750</u>	
Reception in the Fellowship Hall/ Kitchen	\$ 250 <u>500.00</u>	
Total	\$ 750 <u>1250.00</u>	_____

**Must be a member in good standing at a Seventh-day Adventist Church of the Oregon Conference of Seventh-day Adventists. Also an honorarium for the minister may apply if the minister conducting the ceremony is the minister of the Stone Tower Seventh-day Adventist church. The bride should make arrangements directly with the officiating minister for payment of the honorarium if applicable.

3. **Refunds**

Wedding fees are non-refundable unless cancellation in writing is received by the church secretary or wedding hostess at least 10 days before the scheduled ceremony. Refunds less a \$50.00 processing fee will be sent to the person designated on the wedding application within two weeks.

CHURCH WEDDING APPLICATION
Stone Tower Seventh-day Adventist Church
3010 NE Holladay, Portland, OR 97232

Church Wedding Hostess: _____
Phone: _____ Address: _____

1. Date of Wedding _____ Time _____
Date of Rehearsal _____ Time _____
2. Building Needs: _____ Sanctuary for Wedding
_____ Fellowship Center & Kitchen for Reception
3. Bride's Name _____
Address _____
Phone (Residence) _____ (Daytime) _____
Church Membership _____ Phone _____
4. Groom's Name _____
Address _____
Phone (Residence) _____ (Daytime) _____
Church Membership _____ Phone _____
5. Officiating Minister's Name _____
Church _____
Address _____
Phone (Residence) _____ (Daytime) _____
6. Wedding Coordinator's Name _____
Address _____
Phone (Residence) _____ (Daytime) _____
7. Refunds Should be sent to: _____
Address _____
Phone (Residence) _____ (Daytime) _____

We have read the Church Wedding Policy and agree to comply with its stipulations. We will be responsible for any damages as a result of our use.

Bride _____ Date _____
Groom _____ Date _____

I have a clear understanding of the Bride and Groom's eligibility to be married according to Biblical principles and have agreed to officiate at their wedding ceremony.

Officiating Minister _____ Date _____
Wedding Application and \$ _____ Received by _____ On _____
This wedding application has been approved by _____ On _____