

Building Use/Event Policy

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Purpose for the Facilities

1. Redeemer facilities are reserved for church members and their immediate families only.
2. These facilities exist for the purpose of Redeemer Presbyterian Church San Antonio (RPC), therefore all events held in the facility must be consistent with the stated mission and core values of RPC.
By God's grace and all for His glory, Redeemer Presbyterian Church exists to worship God's greatness, grow in Gospel freedom and extend God's Kingdom in San Antonio and beyond.
3. The owner of the facilities is the congregation of RPC with the responsibility for oversight belonging to the active Session.
4. RPC is a member of the Presbyterian Church of America (PCA). Since the 17th century the Presbyterian Church has used, as part of its core doctrinal expressions of the Bible, the Westminster Standards, including the Confession of Faith and Larger and Shorter Catechisms. The Standards, as adopted by the PCA, state that marriage is between one man and one woman. This we continue to believe today.

Getting Started

1. Please carefully read through the Building Use/Event Policy.
2. Complete the Event Application or Marriage Form and return to the Church Administrator.
3. After your form is received, we will contact you to set your first meeting with an RPC facility representative or minister. This is an opportunity for you to become better acquainted with the facilities and policies.
4. After this meeting you will be able to schedule a date for your event. Prior to this meeting the Church Administrator will have confirmed availability of your requested date. (See Reservation Policy.)

Reservation Policy

1. Once an RPC representative or minister has approved your event and agreed to a date, you may reserve that date on the church calendar. *Please be aware that ministers may not be able to commit to the date until 6 months prior to the wedding.
2. A date may be reserved no more than 1 year in advance.

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3. All fees and deposits are due 30-days before the event. A link will be provided to you allowing you to make your payment online. If you prefer to write and deliver a check, please make checks payable to Redeemer Presbyterian Church. If your event is cancelled, RPC normally refunds all fees paid.
4. Reservations will not be complete until Client meets with an RPC Representative for a walkthrough of the facilities and final review / sign-off of policies and procedures. Meeting must be scheduled no later than 60-days prior to event date.

Fees

*Sanctuary (seats 420)	\$600
Minister (Required for wedding)	\$300 (Pay to Minister)
Audio/Lighting Tech (Required for wedding)	\$250
*Fellowship Hall (seats 112) and Kitchen	\$600
Security Deposit (refundable after event)	\$500
(1) Musician	\$300

*Sanctuary and Fellowship Hall fees include: Security and a Facilities Representative on site during the event. Wedding coordinator not provided.

General Building Information

1. The building will be available for events from 8:30 a.m. to 10:00 p.m. The building must be completely vacated by 10:00 p.m. RPC and client must agree to and adhere to a scheduled departure time when client and all of client's party, representatives, family, decorations, etc. must be completely vacated from the facilities. If any portion of client's event, including decorations, people, or clean-up, cannot be vacated by scheduled departure time, RPC reserves the right to keep any or all of the Security Deposit to cover additional expenses.
2. Events will not be scheduled on Sundays, Easter weekend, Independence Day, Christmas Eve, Christmas Day, New Year's Eve or New Year's Day. Other days can be excluded for church wide events and/or other scheduling conflicts. Permanent furniture and/or seasonal decorations in the Sanctuary will not be moved, and RPC reserves the right to leave other furniture as needed for Sunday worship priorities.
3. If your event falls outside regular business hours, the building will be open 2 hour prior to the scheduled start of the event and 3 hours prior to a wedding ceremony. A Facilities Representative will be on site for the duration of the event.
4. You are required to leave the room "broom clean" following your event. RPC will not be held responsible for anything that is left behind.
5. You will be responsible for any damage to the building and/or its furnishings. Any damage must be reported to an RPC Representative as soon as practical following occurrence(s). Following the event, RPC will inspect the facility for damage. RPC may use as much of the Security Deposit as necessary to pay for damages resulting from Client's use of the facilities. If damage repair expenses exceed the amount of the Security Deposit, RPC shall bill the client for the additional expenses. Damage assessment and return of the Security Deposit are at the sole discretion of RPC.
6. No alcohol is permitted on the premises. Smoking is only permitted in the parking lot.
7. The nursery will not be available for events.

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Marriage License

It is the couple's responsibility to obtain a marriage license and present it to the minister just prior to the rehearsal. The marriage license can be obtained from the County Courthouse/County Clerk's office in any Texas county. A wedding may not be performed in Texas without a license. In Bexar country there is a 72-hour waiting period between the issuance of a license and the wedding, and the marriage license is valid for 90 days from the date it is issued.

Flowers and Decorations

1. Floral plans and decorations must be submitted 30 days prior to the event and approved by the Facilities Representative.
2. Flowers and decorations should be removed after the event. RPC will not be held responsible for anything left behind.
3. No tacks, nails, tape or other material that may damage the property or furnishings may be used. You will be responsible for any damage to the property or its furnishings.
4. Battery operated candles are only allowed, unless you get approval from the facilities representative.
5. Please do not plan to use aisle runners for safety reasons.
6. For safety and legal reasons, we do not allow any substance (e.g., rice, confetti, birdseed, potpourri, rose petals, or sparklers) to be used anywhere on RPC property. Non-toxic, non-staining bubbles may be used, but only outside of the building.

Photography/Videography

1. Flash photography may be taken as the bride and her escort enter the Sanctuary during the processional. After the bride and groom are pronounced man and wife you are permitted to take as many flash pictures as desired.
2. During the ceremony only the professional photographer may take pictures in the Sanctuary.
3. Cameras are not allowed on the platform during the service.
4. Video may be taken of the ceremony.
5. Due to fire code regulations, we will not allow any people or equipment in the aisle at any time during the wedding ceremony.
6. The officiating minister may be photographed (if desired) immediately after the ceremony.

Marriage Counseling

The ministers and Session of RPC feel that marrying a couple is much more than performing the ceremony. They strongly believe that you should have every opportunity to be prepared for a Christ-centered and biblically grounded marriage.

Pre-marital counseling is required for all couples being married in our church.

- Counseling is required and provided by the RPC minister officiating your ceremony.
- Sessions should begin no later than 3 months before your wedding date.
- If you would like to participate in marriage counseling with a licensed counselor, please discuss this at least 3 months prior to the wedding date with your RPC minister.

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Wedding Ceremony

1. **A RPC pastor must officiate at all weddings.** Guest pastors may assist the RPC pastor. All guest pastors must be approved by RPC and submit verification of their ordination to the officiating pastor at least 30 days prior to the wedding date.
2. **Please note that your entire wedding ceremony (e.g., all music, scripture readings) must be approved by a RPC minister and should be submitted ASAP and no later than 30 days prior to your wedding. Please do not have it printed until it has been approved.**
3. We can provide contact information for our musicians upon request. (This is not included in your paid fees.)

*Music is an important part of a marriage service. Our policy is that music chosen for a wedding should be appropriate for the dignity and importance of the event. Pre-recorded music is discouraged. A RPC sound technician is required.

*Like everything else in the ceremony, solos should not call attention to themselves but should glorify God and reflect Christian theology.
4. Decorations and deliveries will be allowed when the building opens for your rehearsal and your wedding. If a delivery needs to be made outside of these times, please check with the Facilities Representative to confirm the date and time. Anything delivered to the church is considered to be the responsibility of the wedding party.
5. It is not our practice to celebrate communion at weddings.
6. The couple should appoint someone to be responsible for any wedding gifts brought to the church. Please make arrangements for the gifts to be removed after the wedding. RPC is not responsible for gifts left at the church.
7. If there is a need for a place to dress and prepare for the bride, groom and their wedding party, RPC has some classrooms that may be used. This may be done within the 3 hours you have prior to the wedding ceremony (See General Building Information). Please designate someone to remove all articles from both rooms immediately following the ceremony.

Some basic guidelines for planning:

- Processionals/Recessional: Most people select one processional for the mothers/families, a second for the attendants, a third for the bride and one recessional for everyone.
- Solos: If you have a soloist, some common places for them to sing are immediately prior to the seating of the mothers, immediately after the seating of the mothers, after the presentation of the bride, between readings and after the vows/exchange of the rings.
- Prelude/Postlude: Prelude music as the guests are seated is played for 20-30 minutes before the ceremony. Postlude will be played at the end of the ceremony after the recessional.
- Children participating in the ceremony are encouraged to sit with their parents after processing. It is recommended that they not carry the "real" ring.
- Ushers should arrive at the church at least 1 hour before the service. Ushers should remind guests with cameras that they are not allowed to take flash photography or videos during the wedding ceremony.
- After the seating of the mother of the bride, no one is to be escorted to a seat. Late-comers may use the side entrance to enter quietly and find a place near the back of the Sanctuary.

Building Use/Event Policy

Wedding Rehearsal

Your rehearsal is a special time to prepare everyone involved so that the wedding ceremony will proceed as smoothly as possible. Please follow the guidelines below to make this time productive and enjoyable:

1. Rehearsal time must be approved by the Facilities Representative.
2. It will last no longer than 1 hour.
3. It will start promptly at the designated time; please advise the wedding party to arrive 30 minutes prior to the start time.
4. Please be sure the following people are present:
 - Minister
 - Bride and Groom
 - All Bridesmaids and Groomsmen
 - Ushers/House Party
 - Additional attendants (e.g., flower girl, ring bearer)
 - Parents of the Bride and Groom
 - Grandparents (optional)
 - Scripture Readers
 - Wedding Coordinator

Reception

Our Fellowship Hall has banquet seating for up to 112 people. This will allow 14 (60") round tables with 8 chairs at each. We can also provide up to 4 (8') rectangle tables for your food, dessert and drinks.

1. You are permitted 2 hours to set up the fellowship hall before your event (in addition to the 3 hours prior to the wedding).
2. We do not offer a commercial kitchen but do have a prep kitchen for a vendor's use.
3. You must complete clean up within 1 hour of the ending time of the event. All food and beverages and equipment must be removed from the facilities immediately following the event. The client will be charged a minimum of \$250 if the facilities are not cleaned. This fee is at the sole discretion of RPC.
4. Vendors must have proof of comprehensive liability, casualty, and other insurance required by the church in an amount not less than two million dollars (\$2,000,000.00) or such other amount acceptable to the church. RPC must be named as "additional insured" on a certificate of insurance.
5. No gambling is permitted on the facilities.
6. It will be the client's responsibility to pay for repairs of any damage arises in connection to their event.
7. Release & Indemnity. Client releases, indemnifies, and holds harmless RPC, its officers, staff, contractors, and agents from any and all injuries or damages, to person or property, arising out of or relating to client's use of the Facilities or use by guests of the client, including any injury or damage caused indirectly or directly by the negligence or gross negligence of RPC.

Received, Read, Understood and Agreed to:

Client

Date