

**FIRST PRESBYTERIAN CHURCH, SCOTTSBLUFF**  
**WEDDING POLICY**

*All weddings and rehearsals must be scheduled through the church office and senior pastor. The following fees include 1.5 hours for rehearsal day and 4 hours for wedding day.*

	<b><u>*MEMBERS</u></b>	<b><u>NON-MEMBERS</u></b>
Pastor	Honorarium	\$300
Coordinator	Honorarium	\$100
Organist/Pianist	\$ 75	\$150
Nursery Care	Hourly Rate	Hourly Rate
Audio/Visual	\$100	\$100
Janitorial	\$ 75	\$ 75
<i>(Wedding party is required to return facilities to condition they were found. Janitorial does not cover this)</i>		
Building Use	Honorarium	\$225
<i>(Includes sanctuary, fellowship hall, kitchen, parlor, bridal room and restrooms)</i>		
<b>TOTAL</b>	<b>\$250</b>	<b>\$950</b>
	<b>(plus honorariums)</b>	

**Deposit of 50% will be required 3 months in advance. Final 50% due by day of wedding.**

*\* All children of members will receive member pricing)*

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***First Presbyterian Church assumes no liability of theft or personal belongings. The party using the church for the wedding is responsible for any physical damages that might occur.***

**ROOM USAGE/GUIDELINES/GENERAL INFORMATION**

- \*Seating capacity of sanctuary – 225
- \*Flowers and decorations should be completed at least one (1) hour before the Ceremony. Please consult with Wedding Coordinator as to placement of arrangements.
- \*No tacks, nails or adhesive tapes are to be used in sanctuary. No additional artwork of décor are to be added to the walls, ceiling or front chancel.
- \*Time for decorating to be determined with wedding coordinator.
- \*No rice, petals, birdseed or confetti may be used inside or outside of church. Bubbles are permitted outside only.
- \*No alcohol or smoking on premises.
- \*Music should be in keeping with the sacred nature of the occasion.
- \*No flash photography allowed during service.
- \*Audio visual equipment available. Consult with church office for usage.
- \*Parking: Office building directly across the street only available for use on weekends. Church parking lots available north of the office building across the street and on the north side of the church.

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