

Capitol Hill Presbyterian Church
Non-member Weddings
Fees and procedures

Effective December 1, 2003

Basic Procedures

1. Couple meets with minister for initial screening/information session.
2. Request submitted by the minister to the Session (board of elders) for approval.
3. Upon approval the couple gives to Church Administrator a completed facilities use request form, along with all appropriate facilities use fees (honorariums and custodial/security fees given at time of service).
4. If CHPC pastor's services are required, schedule pre-marital sessions with the minister.

Facilities:

1. Use of Sanctuary and dressing areas \$300.*
2. Wedding reception in Fellowship Hall or Seminar Center \$300.**
3. Kitchen – for one-time cooking \$75.***
4. Kitchen – No cooking \$40.
5. Non church musician use of piano \$60.***

*Optional custodial/security fee of \$125. Otherwise user is responsible for maintaining and securing facility and posting a \$100 security deposit.

**Plus custodial fee at the rate of \$50 for the first two hours (minimum); \$25 per hour beyond that.

***The Church Administrator will determine additional set-up fee.

Custodian / Security:

1. Custodial and security services are not included in the facilities use fees.
2. All payments for custodial and security service will be made directly to the Church Facilities Manager.
3. The Church Facilities Manager provides custodial and security for the wedding ceremony (optional) and/or reception (required). See notes on Facilities Use items above.
4. If church custodian and security are not used for the ceremony, a \$100 security deposit is required. The user is responsible for set up, returning facilities to original condition, and making sure building is secure before, during and after the ceremony. The deposit will be refunded in its entirety or in part depending on the condition in which the group leaves the facilities. If a group leaves the church facility in such a way that requires more cleaning time, the group will be assessed an additional fee at a rate of \$10 per hour.

(more)

Minister:

The couple may use their own minister upon approval of the pastor of Capitol Hill Presbyterian Church.

If the church pastor is used, the following applies:

1. One screening session to determine if the requests is to be presented to the Session (board of elders) for approval.
2. Four pre-wedding, one-hour sessions with the couple, scheduled at the minister's and couple's convenience (no Fridays or weekends). This includes planning the ceremony.
3. Facilitate any rehearsal. All outside wedding directors, photographers, and musicians are subject to approval and direction of the minister.
4. Officiate the ceremony and sign the wedding license.
5. \$300 Honorarium given directly to the minister.

Church Musician

1. If church musician (piano/organ) is used, honorarium is negotiated with Church Music Director and given to the church musician.
2. All non-church musicians are to be approved by the Church Music Director.