



# Robinson

## PRESBYTERIAN CHURCH

9424 Harrisburg Road - Charlotte, North Carolina 28215 - 704 537-5506  
[www.robinspresby.net](http://www.robinspresby.net)

**Sunday Worship:**  
9 AM - Fire! Contemporary Service  
10 AM - Sunday School  
11 AM - Traditional Service



## WEDDING HANDBOOK

Thank you for considering holding your wedding at Robinson. These policies and procedures are designed to prevent any surprises and disappointments regarding what should be one of the most special moments in your life...your wedding. Please review these guidelines prior to scheduling your wedding. Also, please understand that the Session of Robinson is the final authority on all aspects of any wedding to be held at our church. If you have any questions, please contact the church. We look forward to working with you.

In order to establish a uniform and regular practice regarding weddings at Robinson Presbyterian Church the following procedures have been instituted. These items are in addition to the provisions in the one-time rental agreement required for any rental, including weddings.

**REQUEST/APPLICATION FOR USE OF FACILITIES FOR WEDDING:** After confirming facility availability for the selected date(s), a one-time rental form (available on our web site under the Admin tab) is to be completed and returned to the church office as soon as possible along with the appropriate deposits in order to secure your date(s). This wedding handbook must also be reviewed and signed by the contracting party. With regard to scheduling the event calendar, requests will be handled on a first come/first serve basis when the deposit is made in accordance with the rental agreement.

**THE WEDDING PARTY:** It is expected that members of the wedding party will recognize that the church facilities are dedicated to the Glory of God. Members of the wedding party will conduct themselves in an acceptable manner recognizing that this is a place of worship. It is expected that members of the wedding party will refrain from consuming alcoholic beverages immediately prior to the rehearsal and the wedding ceremony.

**WEDDING MUSIC:** A church wedding is a sacred occasion and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. The bride and groom will discuss with the pastor the music selections scheduled for use.

The staff organist of Robinson Presbyterian Church will have first right of refusal for playing for weddings. Organist fees are determined by the organist and are a separate transaction not covered by the facility rental agreement. The Session **MUST APPROVE** any other organist in advance.

If there is a soloist, it is the responsibility of the bride and groom to insure the soloist contacts the organist before the ceremony. All music to be sung or played in the facilities will be subject to approval of the pastor several weeks before the actual ceremony.

**DECORATIONS:** All candles used must be the drip-less type. A floor covering must be in place at all times when candles are used. Any and all damage caused by the wax from the candles will be the responsibility of the renter. All fire safety rules and regulations will be strictly followed. All candles must be extinguished **immediately following the ceremony.**

Protective materials must be used under all floral arrangements and candles to protect the carpet, woodwork, and floor. No nails, tacks, staples, pins, adhesives, or anything that will mar the furnishings or facilities may be used. Furniture may not be moved without the advance written approval of the Facility Manager.

**ADDITIONAL PROVISIONS:**

1. Senior minister of Robinson has the right of first refusal for officiating at weddings. Any fees charged by the minister are not governed by this agreement and should be negotiated separately.
2. As previously stated, the Organist/Music Director of Robinson has the right of first refusal for playing at weddings. Any fees charged by the organist are not governed by this agreement and should be negotiated separately.
3. Confetti, rice, real rose petals, and balloons are not permitted. Bird seed, bubbles, artificial flower petals and small bells are acceptable to be used as the wedding party exits the sanctuary. Ushers should make this known to the guests attending the wedding, if necessary. It is the overall responsibility of the bride and groom to see that these rules are made known to all members of the wedding party.
4. Florist and caterer: Must call the Robinson Facilities Leader to set the time for the periods of setup. If extensive time is needed for set-up, this is considered to be rental time and must be included in the contracted rental time.
5. Only artificial flower petals may be dropped by the flower girl(s) and other attendants/wedding guests.
6. Usage of kitchen facilities is allowed only if part of the rental agreement. This applies to all attendees - wedding party, guests, family and caterer. Exception: obtaining water for flowers or other activities does not constitute as usage of the kitchen (note: use of the ice maker and/or storage of food in the kitchen does constitute usage).
7. Renter is responsible for any damages due to action (or inaction) of wedding party members, florist, caterer, photographer, wedding guests and any other participants/attendees/service providers.
8. The buildings must be returned to its normal setup after the wedding, including the rooms used for the bride and groom.
9. No alcoholic beverages will be served/consumed on the church premises at any time.
10. Smoking or use of tobacco products is not permitted anywhere in the buildings at any time.
11. Audio/video services and prices are available, however must be coordinated with an operator approved in advance by Robinson.
12. No pets are allowed on the premises. (Service dogs do not fall under this prohibition.)
13. No food or drink is permitted in the Sanctuary, except for items needed for the observance of the Lord's Supper.
14. If a reception is held in the Fellowship Hall or Gymnasium, please place all trash in plastic bags, then in the trash cans behind the Fellowship Hall.
15. It is the responsibility of the contracting party to remove flowers and other decorations from the sanctuary no later than 4 hours after the ceremony. This includes picking up artificial flower petals or other items dropped by attendees/participants. If previous provisions have been made, up to 4 floral arrangements may be left in the sanctuary if the wedding is on a Saturday.
16. Classrooms adjacent to the Sanctuary may be used by the wedding party for purposes of dressing. These rooms cannot be guaranteed to be secure at all times. Any personal items, including money, are the owner's responsibility.
17. The nursery facilities may be used as part of the sanctuary rental, however, Robinson will not provide staffing for such usage. Facilities must be left in original condition and trash cans emptied of all items including used diapers.

18. Air conditioning and heating will be turned on not more than two hours in advance unless previous arrangements have been made. Please notify your florist of this policy so that your flowers are not delivered too early.

**Please note that Robinson does not provide the following services/materials:**

1. Wedding coordinator
2. Baby sitting or child care
3. Soloists or musicians other than the organist
4. Audio visual operators unless provisions have been made for this
5. Use of the copier
6. Use of the dishes, cooking materials, pots, pans, utensils, paper products, ice, decorations, and other items found in the kitchen or on the premises. It is the responsibility of the caterer or other authorized party to provide appropriate wedding decorations, food-related materials and supplies.

## Wedding Policy - Required Information

<b>Full Name</b>	Bride: _____ Groom: _____ Contact Person (not bride or groom) _____
<b>Address</b>	Bride: _____ Groom: _____ Contact Person (not bride or groom) _____
<b>E-mail</b>	Bride: _____ Groom: _____ Contact Person (not bride or groom) _____
<b>Phone</b>	Bride: _____ Groom: _____ Contact Person (not bride or groom) _____
<b>Dates/Times</b>	Rehearsal: _____ Wedding : _____
<b>Minister</b>	Name: _____ Phone: _____ Email: _____
<b>Organist</b>	Name: _____ Phone: _____ Email: _____
<b>Room(s) or Area(s) Included in Rental</b>	<input type="checkbox"/> Sanctuary – 200 people (plus ~20 people in choir loft/organist area) <input type="checkbox"/> Fellowship Hall – 150 people <input type="checkbox"/> Gymnasium – 150 people <input type="checkbox"/> Library – 15 people <input type="checkbox"/> Nursery <input type="checkbox"/> Historical Room – 15 people <input type="checkbox"/> Classrooms – 10-20 people, depending on size of room <input type="checkbox"/> Pavilion – 150 people <input type="checkbox"/> Amphitheater – 100 people (seating capacity)  (Note: Separate rental fees required per room/facility area. If the Fellowship Hall is rented, access to restrooms in the Christian Education building will be provided as part of the rental with no additional fee.)
<b>Expected Attendance</b>	Expected Number of People: <input type="checkbox"/> Adults <input type="checkbox"/> Children (not infants) <input type="checkbox"/> Infants (determines if nursery needed)
<b>Other Comments</b>	
<b>RPC Representative Name</b>	
<b>Signatures &amp; Date Signed</b>	We have read and understand the provisions of this wedding policy  Bride: _____ Groom: _____ Contact Person (not bride or groom) _____