



# CALVIN PRESBYTERIAN CHURCH

26 Delisle Ave., Toronto, Ontario, Canada, M4V 1S5

Tel. (416) 923-9030 Fax. (416) 923-9245

## WEDDING POLICIES AND PROCEDURES 2005/6

The members and leaders of Calvin church hope that your wedding will be a significant and beautiful occasion for you. It is a holy occasion when the gathered community gives thanks for God's gift of marriage, witnesses your promises in His presence, and pledges its support and prayers to you for your future.

For your ceremony to be all it can be, careful thought and planning are essential. The session of Calvin Church has found, through experience, the following procedures to be a great help.

### **Setting the Time of Your Wedding**

Try and set the date and time of your wedding as much in advance as possible to assure the availability of space and pastor. Please call the church at 416-923-9030 to confirm availability of the date you have chosen.

### **Rehearsal**

Calvin's wedding package includes time for a rehearsal, usually the night before the wedding but the timing can be arranged when you book your wedding.

### **Music**

The music you choose for your wedding reflects the reverence and joy of the day. A Grand Piano is available in the Sanctuary for use by a pianist of your choice.

Calvin's vintage organ may only be played by our Music Director or designate and can be booked at the same time you book the Sanctuary. If you wish to book a soloist or special music, with the organist, it is your responsibility to insure that the soloist contacts the Organist/Choir Director to arrange selections and rehearsal time, since the Organist does not usually attend the wedding rehearsal.

## **Photographs and Video Taping**

Photographs and filming can be highly intrusive in a wedding ceremony. For this reason, all plans for filming and photography must be approved in advance by Calvin's minister.

It is the responsibility of the Bride and Groom to secure their photographer and to ensure the photographer is familiar with Church policy

## **Flowers and Decorations**

The Calvin congregation is justifiably proud of the sanctuary at our Church. It is a beautiful setting for worship and requires minimal decoration. To protect the Sanctuary from damage, we ask that the following guidelines be observed when decorating for your wedding.

*Candles:* Candles must be of the drip-less variety and must be in a candelabra that will contain any melted wax in such a way that the floor and furniture is completely protected.

*Flowers:* Nailing, pinning or gluing of flowers or decorations to pews or other furniture is strictly prohibited.

Your florist is welcome to call the church office with questions or for clarification of our policy. Please have the florist confirm the time they plan to decorate, to ensure the sanctuary is open.

*Confetti:* The throwing of confetti or rice is prohibited inside the church and on the grounds.

It is the responsibility of the Bride and Groom to secure a florist and to give the Church's policy to the florist. The wedding party will be held responsible for the cleaning of all wax from all floor covering and furniture in every case

# **Calvin Presbyterian Sanctuary Use Policy**

## **Preamble**

The Sanctuary of Calvin Presbyterian Church (Calvin Church) was erected for the primary purpose of the worship of God in the Christian tradition. Good stewardship of this space requires careful consideration of all requests for rental of the sanctuary space and clear guidelines for its use. Calvin Church also has a commitment to community outreach and providing the venue for activities that are uplifting and edifying. Programmes must be of a nature acceptable within the statement of purpose of our church (1983).

## **Definition of the Sanctuary**

“The Sanctuary” refers to the physical space of worship bounded by the bank of doors on the south and east sides, the chapel, chancel and balconies. It does not include the Narthex to the south and the lobby to the east. Chancel refers to the raised area at the front of the sanctuary from the stairs to north wall, including the choir seating area.

## **Procedure**

1. The Session, through the Worship Committee, will monitor use of the sanctuary and provide advice for rental considerations as needed.
2. All requests for use of space at Calvin come through the church office. The Administrator and Minister or Clerk of Session will obtain appropriate information from the requesting group representatives and create an agreement with respect to dates, times, fees and use. The contract must provide for repair of any damage to the space by the group renting the sanctuary.

## **Rental Costs**

1. The Board of Managers of Calvin establishes rental rate guidelines.
2. Rental agreements include a fair cost for use of the space, facilities such as washrooms, cleaning, security, and insurance.
3. Calvin will supply a security person at a fee rate set by the Board of Managers.

## **Expectations for the Use of the Sanctuary**

1. All users of the sanctuary must respect that it is first of all a place of worship. No rental agreement will be given for any event that will interfere in any way with regular worship activities of Calvin Church congregation.
2. Use of the sanctuary must be clearly outlined prior to final contract. Unless outlined in the contract, no other area of the Church will be available to the group.
3. Furniture, furnishings, and symbols of worship will not be removed or moved without prior arrangement, which must then be stipulated in the contract. All furnishings will be returned to their previous location as soon as possible after the event at the cost of the renter.

4. Groups will be requested to take care not to damage the facility or furnishings and will compensate for any damage that occurs during the activity.
5. Calvin's whole facility is a "smoke-free" environment. No smoking is allowed.
6. No food or drink will be allowed in the Sanctuary.
7. The existing sound system must not be moved or altered without prior arrangement with the Church Officer on duty.
8. Groups will not nail, pin, tape or glue flowers or other decorations to pews, furniture, walls or floors.
9. Since the handling of money within the sanctuary can be offensive to some members of the church, groups will attempt to ensure all ticket sales and money transactions related to the event(s) occur outside the sanctuary proper.
10. Calvin Presbyterian adheres to the Presbyterian Church in Canada's Policy on sexual abuse and/or harrasment which states that "the Church is a place where sexual abuse is not tolerated."

**The Renter Agrees:**

1. To pay the agreed sum for;
  - use of the Sanctuary.
  - the Church appointed security personnel.
  - security deposit.
2. To restrict use of Calvin premises to the areas specified on the days and times noted above.
3. To repair or replace any damage or breakage, occurring during their usage, to the building and/or contents.
4. That they shall not make any changes, alterations or decorating of the building, fixtures or equipment without written approval and arrangements.
5. That they shall not erect signs on Calvin property without prior written approval and arrangements. To have any and all advertising referring to Calvin Church submitted to the Church Administrator for review before the advertisement is used, to ensure it is consistent with the church's image.
6. That they agree not to let anything be done which voids or violates the insurance policies maintained by Calvin Presbyterian Church or causes the premiums to increase.
7. They will repay Calvin on demand the sums paid by way of increased insurance premiums and expenses incurred by Calvin in connection with renewal or replacement of policies caused by breach of this agreement.
8. That they are responsible for the set-up and cleaning – to the satisfaction of the Church Officer, Calvin Presbyterian - of the areas rented prior to, and after, its use.
9. That they shall follow the "Expectations for the Use of the Sanctuary" attached to this document.

**Calvin Presbyterian Church Agrees:**

1. To provide the Sanctuary for the renter's use on the date and time specified above.
2. To provide security on the date and time specified above.

**Use of other Rooms:**

1. Restroom facilities are included in the rental agreement.
2. Other rooms and spaces must be booked through the Church office at additional cost to be determined.

**This policy was created by the Worship Committee and approved by the Session of Calvin Presbyterian Church on November 25, 2002 and replaces all others concerning sanctuary use prior to this date.**

## Wedding Package Fees

The following fee schedule has been set for 2004:

Use of sanctuary for ceremony and rehearsal	\$425.00
Church Officer	\$ 75.00
Basic Cost	\$500.00
Organist (extra if rehearsal with soloist is required.)	\$150.00

If you wish to use Calvin's Minister, the suggested honorarium is \$200

Please make cheques payable to Calvin Presbyterian Church.

In some instances, a reception hall may be available; terms and fees depend on the type of reception being planned. Please call the office for details.

***A non-refundable deposit of \$100 is required to book your date***

Please note that you may be charged for any damages that occur as a result of your use of the building.

----- please detach and send this portion to Calvin Church with your deposit -----

**Calvin Presbyterian Church 26 Delisle Ave. Toronto ON M4V 1S5**

### WEDDING RESERVATION FORM

Applicants names: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Prospective wedding date and time: \_\_\_\_\_

Do you wish to use Calvin's minister? \_\_\_\_\_

Home church: \_\_\_\_\_

Home minister's name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Number of guests expected: \_\_\_\_\_

Will you be using Calvin's organist? \_\_\_\_\_

Preferred rehearsal date and time: \_\_\_\_\_

*Please enclose a deposit cheque for \$100 made out to Calvin Presbyterian Church and indicate the date of your wedding on the cheque*