

Woodside Wedding Facility Policies & Procedures

If you would like to use a Woodside facility for your wedding, please review this document, sign the application, and submit with applicable fees. A Woodside Staff member will review and approve your application.

Policies & Procedures

1. All communication regarding use of Woodside facilities should be directed to the Woodside Wedding Rep, who will in turn communicate with appropriate personnel as needed.
2. Consult with the Woodside Wedding Rep before finalizing a date & before making any other plans. This is a very important first step!
3. The bride and groom must have a wedding coordinator, to lead rehearsal, coordinate wedding schedule, set up, tear down etc. The coordinator must schedule a walk through with the Woodside Rep. before & after the wedding for information about decorating, as well as for determining whether the security deposit will be refunded. The coordinator cannot be a Woodside Staff member.
4. Woodside Facility usage is granted for exclusive use to client only and does not allow for additional groups in your reserved area or client allowing entry to other parties with the exception of Woodside Representative, staff or members.
5. It is the responsibility of both the bride and the groom to make certain that correct policy and procedures are followed by the entire wedding party and guests. You are responsible for building and facilities security during the time period that your wedding event is making use of any area of the premises. Any Woodside personnel or members being on the premises will not negate this responsibility.
6. It is expected that all members of the wedding party and guests recognize the fact that this church is a house of God. They must conduct themselves in a manner befitting the atmosphere of a place of worship.
7. All Woodside facilities are smoke and alcohol free. No wedding rehearsal or wedding will be performed if any member of the wedding party appears to be under the influence of alcoholic beverages or any other intoxicating substances. Alcoholic beverages, or any illegal substances, are not permitted on the church premises at any time. Additionally, illegal substances are prohibited and violations of this ordinance will result in immediate dismissal from property and forfeiture of all monies paid including security deposit. Exception: Smoking will be permitted outside and 20 feet from all entrances.
8. Woodside Church will not be responsible for items lost or stolen during the wedding, rehearsal, reception, or any other time of preparation.

9. The Woodside Wedding Rep. must be on the premises during all decoration, rehearsal/dinner, ceremony and reception times. Final arrangements regarding access times and hours on-site must be made with the Woodside Wedding Rep at least one month prior to the wedding.
10. Due to the strain placed upon church volunteers and a desire to preserve and honor Saturday Gathering participation, Woodside elders are not, under any circumstances, able to perform Saturday morning weddings. Sound System & Musical Equipment
11. Woodside has excellent quality sound equipment. It may only be operated by qualified Woodside sound technicians.
12. Woodside has a piano, organ, as well as other instruments. Any use of music or sound equipment beyond the use of the piano requires a Woodside trained sound technician. The use of the organ would require a sound technician as well as other instruments and equipment. Woodside Musicians may be utilized if given proper notice.
13. All Woodside music and musician requests should be proposed first to, and then approved by, the Woodside music coordinator.

Facilities & Equipment

14. Damages to Woodside property during your event will result in forfeiture of the deposit. The bride and/or her parents will be charged for damages that exceed the deposit amount.
15. Food and drink are permitted in the Woodside Center. However no alcohol is allowed on the premises.
16. The childcare/nursery area is not normally available. Childcare services are the responsibility of the wedding party. A room is available to serve as a changing or crying-baby room in the rear of the sanctuary.
17. The following facility information may aid in your planning:
 - a. The Sanctuary will accommodate 300 guests. The reception Center will accommodate 250-300 guests. The parking lot will accommodate about 95 cars; the school parking lot across the street is available for use as well.
 - b. Restrooms are available in the Sanctuary and reception Center.
 - c. Appropriate rooms outside the sanctuary are available for members of the wedding party:
 - a. Classroom A for Bridal party with a joining restroom.

b. Classroom B for Grooms Men. Rest room is across the way.

If these rooms are used they must be left in the condition they were found and all personal items must be picked up prior to the wedding service.

d. Cushioned Chairs – approximately 200 chairs to remain in the Center.

e. Full Kitchen- located at ground level in the Woodside Center.

f. Woodside Center- located at rear of property across the bridge. ADA friendly access. Available for Decoration & Clean Up

g. The Bowl – A grassy meadow surrounded by a grass covered hills topped with pine trees. Perfect for large gatherings. East facing.

h. The Redwood Grove - A shaded patch of grass joining our redwoods would make a perfect rustic background for an intimate gathering. West facing.

18. In general, you may decorate after noon on the day of rehearsal and again on the day of the wedding; however, this schedule must be approved by the Woodside Wedding Rep.

19. Arrangements should be made with the Woodside Wedding Rep when needing to view the facility prior to the wedding. This is especially important when making arrangements with the wedding party, wedding coordinator, florist, caterer, or other related persons.

20. Sanctuary chairs and other furniture/instruments on stage may only be moved by a Woodside sound technician. Chairs may be rearranged as needed for the wedding ceremony. Chairs that need to be stored can be put in the nursing mother's room, but must be put back as part of clean-up/teardown. All equipment must be returned to the original location following the wedding.

21. All rented equipment and materials used in the ceremony must be removed by the end of the next business day or before the next scheduled Woodside event. This includes the parking lot, sidewalks, steps & all other exterior areas.

22. Candle arbors are available holding 18 candles. Woodside offer the rental of our (18) beautiful RADIANT 8" Moving Flame Flameless Candle LED Taper Candles.

If you provide any aisle candles in vases or candelabras must have hurricane covers and use not more than 8" tall dripless candles. If any Woodside floors, furniture or facilities are damaged by candle wax, the family will be billed for wax removal. Plastic or paper mats must be placed under all candles.

23. No decorations of any kind may be placed on the piano, organ, keyboards, or any other musical equipment that is the property of Woodside.
- a. Netting affixed with rubber bands or string may be used to swag from pew to pew.
 - b. A runner must be secured with carpet tape or “T Pins” (available at Michaels or Wal-Mart)
24. Flowers must be placed in containers so that no water damage occurs. When fastening to pews, provide a barrier as to not scratch the wood.
- a. Flower girl must use silk petals or other non biodegradable simile.
25. The groom and all members of the groom's party are responsible to ensure that any vehicle used by the wedding party or guests is not decorated in a manner that might be considered inappropriate or offensive to Woodside members or any wedding guests. Any other decorations or signs must be likewise.
26. Appliances, cookware, and serving utensils in the fellowship hall kitchen may be used, but must be cleaned and returned to their proper location. Towels should be washed and promptly returned.
27. All Woodside weddings will have a custodian come in afterward the ceremony (but only to clean bathrooms and sweep and mop floors). The wedding party is required to remove trash (take to dumpster at rear of property), remove personal belongings, including decorations, and everything returned to it’s original place. This will leave just the floors/bathrooms for the custodian.
28. All activities, including clean up, should conclude no later than 10 pm.

Woodside Wedding Representative Responsibilities

29. Unlocking and locking Woodside facilities at designated times.
30. Serving as the communication liaison between the Wedding couple and Woodside Church Staff.
31. Music: We know that music is a very personal part of the wedding ceremony. To help us asses your sound technician needs your musical choices will need to be reviewed by a Woodside Rep.
- a. Live Band music is prohibited in the Woodside Center during the reception.
32. No apparatus that exudes “smoke” (including fog machines and dry ice), or any device that emits a chemical, fire or water into the air can be used in the building, this

includes bubbles. No rice, confetti, glitter or similar materials are permitted within the church building or its entrances.

33. Photographers: The bride and groom are responsible for hiring a photographer of their choosing. They must consult with the officiating minister as to what his guidelines are during the service. There will be no flash photography during the ceremony. Pictures may be taken as the wedding party enters and departs. Pictures may also be taken before and after the service and any part can be re-enacted.

34. Officiates: You are welcome to ask our minister to perform your wedding if they are available. You may also choose someone not affiliated with Woodside SDA church. However, this person must be approved by our Senior Pastor. Requests for weddings are taken by our church secretary. These requests are then forwarded to the Pastor. The Pastor will check his calendar for his availability. The church secretary will contact you as soon as possible to either "pencil" a date (conditionally reserve a date) or let you know that he is not available. If the Pastor is available he will schedule an initial appointment with you. Both Bride and Groom should be present for the initial appointment. During that appointment we will share some introductory information, get to know you and be certain that you and the minister are comfortable with each other. Only after this appointment will a date be confirmed. You must have already purchased a marriage license to be signed by yourselves and the Officiates on the wedding day. Please bring the marriage license to the rehearsal. The wedding will not be performed without it.

35: Scheduling: You can secure a wedding and a wedding rehearsal date up to six months in advance. No weddings will be scheduled during the month of December or when the Sanctuary is decorated for holidays. This includes Easter, and Thanksgiving.

36: Rehearsal and wedding dates will be considered reserved when the contract is signed and returned with payment.

Facility Use Policy

37: The use of our facility is generally restricted to groups that are part of the Woodside SDA Church and these shall have priority in scheduling. Individuals, member and non member alike, are welcome to use the facilities for weddings, receptions, family reunions, and similar events, as the church calendar may allow. Depending on the purpose and nature of the group and based upon application and approval by the Deacon Board, the church facilities may be made available to non-profit and non-commercial groups such as

- Adult Christian Groups
- Supervised children's groups (e.g. music recitals, drama groups)
- Adult community groups

Reservations

38: A facility request must be obtained through the church office. The person responsible for coordinating the event must complete the request form and return it to the church office along with the custodial fee. The Deacon Board considers these requests at their regular monthly meeting (the second Sunday of the month), so requests must be made well in advance of the event. Events which are not church-sponsored shall not be scheduled more than six months in advance.

Notification

39: Once a decision has been made by the Deacon Board, the responsible party will be notified in writing by the church office. Custodial Fee A custodial fee, separate from the use fee, shall be charged to all persons and organizations (including church members) using the facilities for events that are not church sponsored. This is a mandatory, non negotiable fee.

40: The amount of the fee shall be determined using the following schedule:

Usage Fees

<i>Function</i>	<i>Fee</i>	<i>Hours Included</i>	<i>Overage</i>	<i>Inclusions</i>
Rehearsal	\$50	1.5	\$25 per ½ hour	Sanctuary
Wedding Day	\$750	4	\$100 per ½ hour	2.5 hours decorating, 30 minute service, 30 minute pictures, 30 minutes clean-up. Fee includes all services except Organist and Pastor.
Deposit	\$500			Covers both Church & Woodside Center if both used
Woodside Center (Option 1)	\$500	4	\$100 per ½ hour	Full usage of downstairs area including gym, kitchen, boardroom, restroom facilities. Access to all tables and chairs in the facility Access to sound system
Woodside Center (Option 2)	\$750	8	\$100 per ½ hour	Full usage of downstairs area including gym, kitchen, boardroom, restroom facilities. Access to all tables and chairs in the facility Access to sound system

These fees must be paid at the time of the request.

Additional Fees

(2) 9 candle candelabra trees with flameless candles	\$30
Unity candle holder	\$10
White silk wedding flowers for flower girl	\$10
Linen table cloths round (#____) \$3 per	\$____

41: Other Per-Day Use Fees:

The following use fees (per day) are payable upon notification of accepted application. If the event is canceled with at least seven days notice the fee will be refunded.

Organizations using the facilities will be charged the use fee, even if church members are affiliated with the sponsoring organization. The church leadership (Deacon Board) may waive or reduce the use fee on the grounds that the event or program is as consistent with the church's mission as to be considered part of our ministry.

** Any function requiring the use of our sound system must utilize a sound technician approved by the church.

42: The \$75.00 fee includes up to 2 hours. Events requiring more than two hours should pay the sound technician \$25.00 per hour thereafter.

43: Add an additional charge to your fees to cover expenses incurred from professional dry-cleaning of table linens when used. This amount will be determined at the time of cleaning. Require the presence of paid church staff to supervise the facility during the activities. You will be notified of the additional charge to cover the cost of the additional employee(s) at the time your request is approved. Conduct and Demeanor Persons reserving the facilities shall be responsible for the conduct of all those in attendance. Smoking is not permitted in the building.

44: Damage: It is understood that the responsible party agrees to pay for extraordinary cleaning costs and/or the cost to repair any damage to the facility or property.

45: Room set-up: The individual/group requesting use of the facility is responsible for setting up of tables, chairs, etc. They are also responsible for returning the room to its original set up.

46: Excluded items: Church offices, phones, copiers and computer equipment may not be used by outside groups.

Woodside Seventh day Church

3300 Eastern Ave
Sacramento, CA 95821
916-482-6444



Facility Request and Contract

(Complete and sign this form, then return it to 3300 Eastern Ave Sacramento CA 95821)

Date (s) Requested: _____ Alternative Date (s) _____, _____

Function: _____

Rooms & Needs Requested

- Sanctuary
- PA Operator \$75 additional
- Flameless Candle Arber trees additional
- White Silk Flowers Additional
- Classroom A for Bride pre wedding
- Classroom B for Groom pre wedding
- Woodside Center/Kitchen
 - Round White Linens # _____
 - Tables round # _____, Rectangle # _____

Number of guests expected: _____

Person (s) Responsible:

Wedding Coordinator:

Name: _____

Address: _____

Address: _____

Phone Number (s): _____

Phone Number (s): _____

E-mail: _____ E-mail: _____

By signing this form you are agreeing to comply with the Facility Use Policy and Wedding Policy (if applicable).

Reservations will be considered firm when this form has been returned, with the applicable fees and approved by the Board. (Board Meets first Mondays of each month)

I have received a copy of the Facility Use Policy and Wedding Policy (if applicable) and agree to its terms.

I understand that the Woodside Senior Pastor has the authority to add to or modify these policies as needed for any wedding situation.

Signature (s) _____

Date _____

Name: _____

Address: _____

Phone Number (s): _____

E-mail: _____