



## **Wedding Policy and Procedures**

3515 Hard Scrabble Road

Columbia, SC 29223-8026

(803) 699-7112

[office@sandhillschurch.org](mailto:office@sandhillschurch.org)

[www.sandhillschurch.org](http://www.sandhillschurch.org)



Congratulations on your engagement! We share in your excitement and are honored that you are considering Sandhills Community Church as the location for your ceremony!

### **Is Sandhills Community Church the right location for your ceremony?**

We view weddings in our church to be Christian worship services. If after reading through our policy you believe that SCC is the right place for your ceremony, please fill out the enclosed application and return it to the church office. Members of SCC are given priority, but non-members can rent our facility if they meet our criteria. Use of our facilities is restricted to those who align with the religious purposes of our church. After we verify that the requested date and any necessary personnel are available, we will tentatively reserve your date. Once you agree to the terms of our policy, a contract must be signed by both SCC and you and the deposit must be paid. At this point your date will be officially reserved.

As you are probably aware, we are not a traditional church! We do not have wooden pews, stained glass windows, an ornate wooden pulpit (or any pulpit at all!) or a choir loft. Of course there are more factors to consider than the aesthetics of the building. You need to know what you can expect of SCC and what we will expect of you if you choose to hold your wedding ceremony with us. The SCC Wedding Policy will answer most of your questions. Please read the policy in its entirety. If you still have questions call the church office at (803) 699-7112 to speak with a staff member.

### **Scheduling**

- We typically only schedule weddings for Saturdays, unless a special exception has been granted by pastoral staff. No wedding will be scheduled for later than 6:00 pm.
- Weddings will not be scheduled on major holidays or holiday weekends.
- Rehearsals are typically scheduled on Fridays and should be concluded by 8:00 pm.

### **Pre-Marital Counseling**

Pre-marital counseling is required for all couples (members and non-members) intending to be married at Sandhills Community Church. A member of the SCC pastoral staff must either arrange the counseling or give approval for the counseling desired.

### **Pastors**

It is preferred that a member of the SCC pastoral staff performs your ceremony. If you desire a non-SCC pastor to perform your ceremony, then they must be approved by our pastoral staff and align with our doctrinal beliefs. Contact the church office at (803) 699-7112 for details and/or to make an appointment with a pastor.

### **Who Can be Married?**

Jesus makes the following comment about marriage, "He answered, 'Have you not read that he who created them from the beginning made them male and female, and said, 'Therefore a man shall leave his father and his mother and hold fast to his wife, and the two shall become one flesh'? So they are no longer two but one flesh. What therefore God has joined together, let not man separate.'"(Matthew 19:4-6 ESV)

SCC subscribes to the biblical belief that God has instituted marriage as a covenant relationship between one man and one woman. SCC recognizes only such marriages for all policies and programs in SCC's faith community, as well as for those who marry in our facility. In addition, SCC subscribes to the biblical belief that God creates human beings in His image as two distinct genders, male and female, and that the intended gender identity of an individual is determined by such individual's biological sex at birth. SCC applies this belief regarding gender identity in all policies and programs in SCC's faith community, as well as for those who marry in our facility.

## **Facility Rental**

The facility rental fee ensures that the church will be open and available to you for 2 hours on the night of your rehearsal and 4 hours on the day of your wedding. You will have exclusive use of the church during these times.

You will have use of:

- the sanctuary, which holds up to 500 guests.
- the foyer and café areas.
- 2 classrooms to be used as changing rooms.
- restrooms.

No nursery facilities will be provided.

Also available for your use:

- Twenty 5 foot round tables
- Ten 6 foot rectangular tables
- Five 8 foot rectangular tables

These may be used as needed during your event. If you choose to use these tables, you will be responsible for set-up and breakdown. The church does not provide table linens.

Decorating and set-up may begin no earlier than the Thursday before your wedding. You will have access to the building during business hours (9 am to 5 pm) by appointment.

You are responsible for arranging the chairs in the sanctuary. Chairs may be arranged as desired and can be removed to a storage area if necessary. Chairs will also need to be set back up in their original configuration after the ceremony.

## **Stage**

SCC does not have traditional church furnishings such as a pulpit/podium, communion table, etc. The front of the stage will be cleared of all microphones, cables, stands, instruments and carpets by SCC personnel.

## **Receptions and/or Rehearsal Dinners**

SCC does not have a fellowship hall or banquet facility. If you have a small number of guests and wish to hold a reception or rehearsal dinner at the church, speak with the staff about the possibility of using the café and lobby areas. We will try to accommodate small parties, but we cannot guarantee the use of this space. Additional charges will apply.

## **Facility Attendant**

A church representative will be responsible for opening and closing the church for your rehearsal and wedding ceremony. He or she will be on site at all times during your event to answer any questions and assist as needed.

## **Janitorial**

The church will be cleaned by our janitorial team before and after the wedding ceremony. The wedding party is responsible for removal of all personal items, flowers, decorations and trash immediately after the wedding ceremony. SCC will not be responsible for any items left inside the building or on the church property. Any decorations or flowers that you wish to donate to the church should be prearranged with the church staff. Storage of decorations and personal items is not available, nor will SCC be responsible for returning rented clothing, decorations, etc.

## **Wedding Directors**

You must designate a person other than the minister to serve as your wedding director. The wedding director should read and agree to abide by the SCC wedding policy. Your wedding director should coordinate and direct the wedding rehearsal, organize the wedding party and control the flow of the wedding ceremony. SCC does not provide a wedding director; however, if you need assistance with finding a qualified director, please contact the church staff.

## **Audio, Video Projection, and Lighting**

Only SCC A/V Team members may operate Audio, Video Projection, and Lighting equipment. The church will arrange for the necessary technicians to be available for your event.

### **Audio**

You will be required to meet with the Audio Technician at least 1 week before your wedding. At this meeting you will need to provide a detailed list of the instruments, musicians, soloists, and speakers that will take part in your ceremony along with a service schedule and any special instructions or requests. If you will be using recorded music it must be provided at this time. Acceptable formats for recorded music are CD and MP3. CDs should be correctly labeled and music should be in the order it will be played. MP3s must be loaded onto a player and set up in playlists in the order they will be played. Separate playlists should be set up for Pre-Ceremony, Ceremony, and Post-Ceremony music.

### **Lighting**

You will be required to meet with the lighting designer at least 2 weeks before your wedding. At this meeting you will need to provide a detailed service schedule and a layout of the stage showing how the wedding party will be arranged and where musicians, soloists, and speakers will stand.

### **Video Projection**

If you want videos or lyrics to be displayed on the screens you will need to provide all material to the Video Technician at least 2 weeks before your wedding day. All video presentations must be provided in either DVD or digital format. Please provide a service schedule detailing when videos will be shown.

### **Flowers and other Decorations**

- SCC does not provide any flowers or decorations for your ceremony.
- Decorations may not be attached to walls, furniture or fixtures with tacks, nails, pins, wires, staples, adhesives or anything else that could damage surfaces.
- Only silk flower petals should be used for scattering during the ceremony.
- Candles may be used in the sanctuary but should not be left unattended at any time. Plastic sheeting should be placed under candleholders to prevent damage to the flooring.
- Your florist should contact the church to arrange for delivery of flowers and decorations.

- It is the responsibility of the wedding party to remove all flowers and decorations immediately following the ceremony. Any donations of flowers and decorations must be discussed with the church staff prior to the wedding.

### **Photography and Video Services**

- SCC does not provide any photography or video recording services. We suggest that you hire a professional to capture your wedding memories. Photographs and videos may be made during the hours allotted for your rehearsal and wedding ceremony.
- Our sanctuary is a theater style room, with no windows or natural lighting. Please discuss this with your photographer and/or videographer before the day of your wedding. If he/she needs to see the sanctuary layout and the lighting that will be available, please have him/her call the office to make an appointment.
- The A/V booth is off limits to photographers and videographers.
- Members of the Audio/Video team and SCC staff members are not allowed to operate video cameras or other recording equipment brought to the ceremony by family, friends or guests.

### **Music**

- No musicians are provided by the church. You will be responsible for hiring any musicians and/or soloists.
- SCC does not have traditional instruments. Two digital keyboards can be made available for use.
- Recorded music may be used. (See Audio section for acceptable formats.)
- Any music that is not offensive, vulgar or explicit is acceptable. We reserve the right to deny any questionable music choices. The SCC pastoral team is the final authority in determining if a particular musical selection is or is not appropriate.
- If you have any questions about music, staging of musicians, etc. please contact the SCC Worship Director, Jac Mandel, at (803) 699-7112.

### **General Rules**

- SCC is a place of worship. Please conduct yourselves accordingly.
- Please treat the church facility and property with respect.
- Alcoholic beverages are prohibited in the church facility and on the church property. Anyone under the influence of alcohol will be asked to leave the premises.
- Tobacco use is prohibited inside the church facility.
- Children should be supervised at all times.
- Please do not leave personal items or valuables unattended. The church cannot be responsible for lost, stolen, or damaged items.
- No throwing of rice, birdseed, confetti, etc. on the premises. Sparklers and bubbles may be used only in the parking lots.

## Fees Worksheet

	Members	Non-Members	Cost
<b>Non-refundable Reservation Deposit *</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>
<b>Refundable Damage Deposit **</b>	<b>N/A</b>	<b>\$200.00</b>	<b>\$_____</b>
<b>Amount due to secure your reservation:</b>			<b>\$_____</b>
<b>Facility Rental (Ceremony Only)</b>	<b>\$250.00</b>	<b>\$500.00</b>	<b>\$_____</b>
<p>(The facility rental fee covers 2 hours for the rehearsal and 4 hours for the ceremony. An additional charge of \$100.00 per hour will apply if the building is occupied longer than the scheduled time. This includes keeping the building open for florists, other vendors, or the wedding party to pick up decorations and other items. There is no additional charge for access to the building during office hours on Thursday and Friday.)</p>			
<b>Facility Rental (Ceremony and Reception)</b>	<b>\$500.00</b>	<b>\$1000.00</b>	<b>\$_____</b>
<b>Facility Attendant (Ceremony Only)</b>	<b>\$60.00</b>	<b>\$120.00</b>	<b>\$_____</b>
<b>Facility Attendant (Ceremony and Reception)</b>	<b>\$80.00</b>	<b>\$160.00</b>	<b>\$_____</b>
<b>Janitorial Fee (Ceremony Only)</b>	<b>\$100.00</b>	<b>\$150.00</b>	<b>\$_____</b>
<b>Janitorial Fee (Ceremony and Reception)</b>	<b>\$150.00</b>	<b>\$225.00</b>	<b>\$_____</b>
<b>Audio Technician</b>	<b>\$80.00</b>	<b>\$120.00</b>	<b>\$_____</b>
<b>Lighting Designer/Operator (as needed)</b>	<b>\$80.00</b>	<b>\$120.00</b>	<b>\$_____</b>
<b>Video Presentation Technician (as needed)</b>	<b>\$60.00</b>	<b>\$90.00</b>	<b>\$_____</b>
<b>Pastor Honorarium</b>	<b>\$150.00</b>	<b>\$200.00</b>	<b>\$_____</b>
<b>Counselor Honorarium</b>	<b>\$150.00</b>	<b>\$200.00</b>	<b>\$_____</b>
		<b>Total:</b>	<b>\$_____</b>
<b>Less Reservation Deposit:</b>			<b>- \$200.00</b>
<b>Balance due 30 days before the date of the ceremony</b>			<b>\$_____</b>

Checks for all fees listed above should be made to Sandhills Community Church.

\* A non-refundable reservation deposit of \$200.00 **PLUS** the damage deposit (see the fee schedule) is required to secure the facility for your wedding date.

\*\*Damage Deposit Refund: After the ceremony the church will inspect the facility. If no damages are found, the damage deposit will be refunded within 14 days. If damages are found, repairs will be made and the deposit will not be refunded. You will be responsible for any repairs in excess of the damage deposit.

Payment of the balance must be made in full no later than 30 days before your wedding date.

**Cancellation Policy:**

Notice of cancellation must be made in writing to the church office. If for any reason Sandhills Community Church needs to cancel the agreement, notice will be made to you by phone and in writing and all money, including the reservation deposit, will be refunded to you.

If you cancel your reservation of the SCC facilities the following refunds will apply:

**At least 30 days before your event:**

All monies will be returned to you with the exception of the \$200.00 non-refundable reservation deposit.

**Within 30 days of your event:**

All monies will be returned to you with the exception of the \$200.00 non-refundable reservation deposit AND compensation for any audio, video, and lighting personnel that has already met with you and spent time working on your event.

**Next Steps**

Contact the church office at (803) 699-7112 or email [office@sandhillschurch.org](mailto:office@sandhillschurch.org). You will need to set up a meeting with one of our Event Coordinators. We will discuss the specifics of your wedding and provide you with an estimate as to the total cost.



