

# FACILITY USE GUIDE FOR WEDDINGS AT RIVERVIEW CHURCH

The Chapel is available for wedding ceremonies and rehearsals. The building is not equipped to host food preparation; however we will consider requests for use of the Lobby of the Main Auditorium to host catered receptions or dinners at an additional cost. You may decorate the entrance and chapel, but our permanent ministry displays, tables, and wall signs cannot be removed. If there is something you would like to have altered please speak with the Wedding Coordinator.

The facility is reserved for weekend services from 4:30 pm on Saturday through Sunday at 3:00 pm for our normal weekend services. As a result, the wedding ceremony can be scheduled to start no later than 2:00 pm on Saturday. If a wedding is scheduled on Saturday afternoon, the wedding party and guests must be finished with the facility and have removed all of their supplies by 4:30 pm to allow us time to set up for the Saturday evening services. The couple will be given access to the building three hours before the wedding is to occur. Wedding fees include use of the facility for a Thursday or Friday rehearsal. Use of the church facility for the wedding rehearsal should be requested and scheduled at the same time as the wedding to reserve your preferred time. It is strongly encouraged that an application for building use be made at least six months in advance.

## **Smoking and Alcoholic Beverages:**

Smoking is not allowed in the building. Alcoholic beverages are not allowed in the building or on the church property.

## **Use of audio/visual equipment:**

No one except trained Riverview technicians may use any of the sound or video equipment. If you are using the chapel, your wedding fees include qualified and trained sound, lighting, and projection technicians. Please note that we do not videotape weddings.

## **Treatment of wall surfaces:**

Use of nails, tacks, and staples on any wood surface or on any painted gypsum board wall in the facility is prohibited. Riverview will provide removable BLUE tape for use throughout the building should the need arise to tape something to the walls or doors. No duct tape is allowed for *any* reason.

## **Confetti:**

No confetti of any type is to be used in the building or on the property. For a wedding, birdseed is the only type of confetti that is allowed for use and it must be used outside the building.

## **Candles:**

We have three candelabras; two of the same height and one smaller. There are 5 branches on each. We have 15 matching globes that hold an average pillar candle. We also have 10 smaller globes that will hold tealights or votive size. You may use these holders and provide your own candles. Additional candelabras can be rented from "Events to Rent" in East Lansing. Their telephone number is 337-9222. "Events to Rent" will provide "mechanical candles" with the candelabras. Mechanical candles are wax candles that fit inside a metal candle and are spring loaded to push up as they burn. This candle always looks beautiful, never gets shorter as it burns and will not drip. We have a candle base that can be used for a Unity Candle or you can rent one from Events to Rent. All candles, other than the Unity Candle, must be placed in a candelabra or protective glass container. No other candles of any sort may be used anywhere else in the building except with permission in the Lobby of the Auditorium. If you are unsure about any candles, ask the Wedding Coordinator for her assistance.