

# Facility Use Guidelines

1. No smoking in the facility or near the doors.
2. No alcoholic beverages are permitted on church grounds.
3. The group/couple assumes responsibility for the behavior of those in attendance and is responsible for any damages.
4. Tacks, nails, putty or tape are not to be used on walls, furniture or woodwork.
5. Sanctuary furnishings may be moved under custodian supervision and should be returned to their place before vacating the building.
6. Do not place objects on the organ or piano.
7. Sunday weddings require the prior consent of the minister.
8. No objects (rice, confetti, etc) are allowed to be thrown in the building or on church ground
9. All Saturday activities must be completed by 9PM to allow time for cleaning and setting up for Sunday.
10. All personal effects must be removed from the church immediately following the ceremony. The church will not be responsible for gifts or left items.
11. The church building is handicapped accessible, with an elevator servicing all three levels. Please review the instructions for use of the elevator and be familiar with its operation. Have your ushers do the same.
12. The church provides parking for cars in the front lot and in the rear adjacent lot. Parking in Saugatuck is difficult, especially in the summer when the lot is available for visitors. If you need to ensure the parking lot is completely available for your wedding party and guests, please designate a person to provide this service for you. Parking lot signs are available for placement and should be set out the evening before the wedding takes place.
13. The pastor and trustees may use their discretion regarding exceptions or changes to these guidelines.