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Wedding Policy

Congratulations on your upcoming nuptials! We are excited that you have chosen White Street as the place to have your ceremony. We are happy to serve you in any way that we can. Please see our policies and procedures below and again congratulations.

RESERVATIONS

Reservations for the use of White Street facilities are to be made by completing the Event Request Form, this form is accessible online via www.whitestreet.org/resources, White Street Mobile App, or by e-mailing events@whitestreet.org. If you desire to use the Fellowship Hall for your rehearsal dinner please indicate the same on the Event Request Form. If indicated and on the request form and approved by the Event Staff, the Fellowship Hall will be reserved for six hours maximum for rehearsals and rehearsal dinners. The Event Staff will review your request and verify availability. Once availability has been verified a member of our Event Staff will contact you to confirm your reservation. Reservations are confirmed once we verify availability and receive your deposit. We ask that you make every effort to make your reservations 90 days in advance. *If you desire the Pastor to perform the ceremony you will have to confirm his availability with his staff. Confirmation of facilities does not constitute the availability of the Pastor.*

****NOTE: The usage of White Street Facilities are on a First Come First Served Basis. If we receive multiple request for the same day we will honor the first **CONFIRMED** reservation. Only one event will be confirmed per day.*

EVENT COORDINATOR (EC)

Our Event Coordinator (EC) will assist you with all things White Street. This simply means that we will be with you through the process to assist you with our policies and procedures. It is required that the EC be present during all events, rehearsals, and the like that are held at White Street. The EC is simply there as a representative of the church to make sure you have all the access necessary to make your day memorable.

FACILITIES

Generally, facilities are made available Monday-Saturday between 9am-7pm excluding holidays. It is mandatory that events held on Saturdays be over by 11pm. White Street is a smoke-free and alcohol-free facility. No alcoholic beverages of any kind may be served or consumed on any part of the White Street premises, with the exception of communion wine during the ceremony.

PERSONAL PROPERTY LIABILITY

The wedding party is responsible for all personal items stored or left on church property during and after the wedding event. White Street is not liable for lost, theft, or damage of any personal items.

For I determined to know nothing among you
except Jesus Christ, and Him crucified.

- 1 Corinthians 2:2



DECORATIONS

All decorations, materials, and necessary equipment must be furnished by the wedding party. Care must be taken to protect church property against damage. Please remember to observe the following:

It is essential that church property be handled with care therefore White Street staff members are the only persons authorized to move church furniture. Pulpit furniture, communion table, chairs, and the like can be moved upon request.

Small items in our Fellowship Hall such as tables and chairs can be moved for the rehearsal dinner or reception however these items must be returned to their original location.

Decorations may **not** be attached to walls, woodwork, furniture, or floors/carpet using nails, tacks, staples, or tape.

Dripless or mechanical candles are to be used. Candles must always be lit and extinguished with brass snuffers. The wedding party or decorator will be responsible for cleaning any wax from the floor, carpets or furniture.

FLOWERS

While the Church may be made as beautiful as possible, please remember this is a house of worship and the wedding is a service of worship and consecration.

Plastic sheeting is recommended to be placed on the flooring while arranging fresh flowers. Please clean up any wet floral pieces as soon as possible while arranging flowers.

Flower girls are only allowed to use silk or cloth flowers as they come down the aisle.

Wedding flowers must be removed immediately after the service to allow proper clean-up and preparation for the next service. If you wish to have your wedding flowers remain in the church for worship services, please inform the EC to make arrangements.

Rice and/or Birdseed are not permitted to be thrown inside the sanctuary or fellowship hall. Decorations not covered in this section must be cleared with the EC.

DRESSING AREAS

Dressing areas will be provided. Please have all personal items and debris removed from the dressing area prior to leaving the church following the ceremony.

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MUSIC

All music must be appropriate for the occasion and the setting in which you have chosen to have your ceremony. We ask that you keep in mind the sanctity of the sanctuary and its purpose when making your musical selections. If you have any questions our musicians and worship leaders will be happy to review your song selections. If you are desire to utilize our musical staff you must contact them directly for pricing and availability.

Members of our Media Staff are the **only** persons authorized to operate White Street Equipment. The fee schedule contains the information on the cost of this service.

***An appropriate first song & dance will be allowed at any reception held at White Street, however the DJ must adhere to same rules as stated for the wedding ceremony.

PHOTOGRAPHY AND VIDEO USE

Photographs and Video Recording are permitted. We ask that videographers and photographers be respectful during the ceremony especially when taking flash-photos. *White Street does not offer any media services for weddings.*

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