

GUIDELINES FOR USE OF CHURCH/CHAPEL
DURING WEDDINGS, ANNIVERSARIES, QUINCEANERAS, ETC.

(As of 08/01/2014)

1. General:

- Events scheduled in the church or chapel are holy events on sacred ground; reverence is to be observed.
- Optional purchase of "Together for Life" booklet is available at a minimal cost of \$6.00.
- During the week of Palm Sunday to Holy Saturday, it is not our custom for Marriages, Quinceañeras, or Baptisms to take place.
- Limos/personal vehicles MAY NOT remain parked in the driveways or under the port-cochere (covered passenger drop off) of the church. This is designated for emergency vehicles and pedestrian drop off/pick up.
- NO vehicles are to remain on the premises. Gates lock at 10:00 pm. NO overnight parking is allowed. Vehicles left unattended after 10:00 pm will be towed at owner's expense.
- There is to be NO ALCOHOL NOR SMOKING on premises, to include the parking lot and the bride's room.
- ST. JOSEPH CATHOLIC CHURCH—HONEY CREEK IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES BELONGING TO THE USERS OF OUR FACILITIES.

2. Church:

- Church/chapel furnishings are not to be moved. Events occurring during special feasts and liturgical seasons will always keep the Art & Environment of the feast or season. The symbols and meanings of the special feast or season will become a part of the event.
- Cell phones should be turned off in the church or chapel. Emergency personnel may have cell phones on vibrate setting.
- Food, chewing gum, and drinks are not to be brought into the church, chapel, the Bride's Room, or the Sacristy.

3. Visiting Clergy:

- Visiting Clergy should contact Pastor's Secretary to finalize all required paperwork at 830-980-2268.
- Vestments are made available to visiting clergy. Clergy should bring their own albs.

4. Music:

- Prelude music will consist of classical/instrumental or religious music.
- During the ceremony, liturgical music ONLY may be used.
- Visiting musicians must be approved by the Director of Music Ministry.
- All music must be performed live; no CD's, tapes, or sequencers may be used.

5. Traditions & Symbols:

- No extra candles, candelabras, arches, or additional decor may be brought into the church or chapel.
- Lasso & Arras (Coins) are permitted along with presentation of a Bible or a rosary. Traditions from other cultures will be respected as much as possible, but must be brought to the attention of the priest/deacon well in advance of the ceremony.
- For safety and cleanliness purposes, RICE, BIRDSEED, BALLOONS AND BUBBLES ARE NOT ALLOWED ANYWHERE ON THE PREMESIS.

6. Flowers. Bows & Runners:

- ALL FLORAL ARRANGEMENTS MUST BE NATURAL—NOT ARTIFICIAL. Dried or fresh arrangements must be used. During Ordinary Time with no special feasts, any appropriate flower arrangements and colors may be used. During special feasts and liturgical seasons, flowers, bows, and ribbon must blend with the Art & Environment of the church. In the chapel, floral arrangements must be limited to 2. In the church, arrangements must be limited to 3.

- St. Joseph will not provide pedestals for flowers at the altar. It is the responsibility of the Bride/Groom to provide the pedestals if needed, or to have floral arrangements made to sit on the sanctuary floor. The maximum height of pedestal and flowers combined should not exceed 40" in height.
- Bows, toile, and ribbons may be used to decorate the pew ends, but nothing sticky may be applied to the pews. Tacks may not be used. Bows must attach by looping over the pew ends. No bow clips are allowed.
- Flower petals (live, dried, or artificial) may not be dropped going up the aisle. They can stain the floor, cause someone to fall, and require extra time and effort to be cleaned up.
- A small bouquet of flowers may be presented during the ceremony before the statue(s) of Mary/Holy Family that is in the sanctuary. (Space is limited.)
- No runners of any kind may be used.

7. Photography:

- Videography and still photography are both allowed during the ceremony. No more than 3 cameras are allowed.
- Photographers are not allowed in the sanctuary area or in front of the tabernacle. They are encouraged to meet with the Wedding Rehearsal Coordinator at the rehearsal for guidelines as to where they may set up.
- All photography should be completed within 30 minutes after the ceremony is over. Mass or other ceremonies may be occurring very soon after that time.
- Pictures that are to be taken on our premises, on a date other than the event date, will need to be scheduled through the Facility Reservationist.

8. Bride's Room/Sacristy Use & Attire:

- Sleeveless and strapless gowns are permitted for the ladies of the wedding party, but no plunging, low-cut necklines will be permitted. Please remember this is a holy place and a holy event. Modesty is a must.
- Someone from the Bridal Party MUST be designated to clean up the Bride's Room. Please remember to clean up and take home any clothes, hangers, flowers, pins, make up, hair spray, gels, etc. LIGHTS MUST BE TURNED OUT WHEN LEAVING.
- Grooms/groomsmen will remain in the Working Sacristy before the ceremony remembering appropriate conduct for the church. The Sacristy should be clean and picked up before leaving.

9. Fees:

- Candles, wine, hosts, and kneelers for religious purposes will be provided by the parish at no cost.
- A fee is required for the use of the church or the chapel. A fee schedule is available from the Facility Reservationist.
- You must be a registered parishioner of St. Joseph-Honey Creek for 6 months prior to making the reservation for your event in order to qualify for the parishioner rate.
- All fees incurred must be PAID IN FULL 30 days prior to the event date and are to accompany the "Cover Letter for Church Rules and Guidelines" with the signature of the person scheduling the event.
- A refundable deposit of \$300 is required unless waived by the priest or the Facility Reservationist.
- Fees paid include: Church Use, and Sacristan.
- A donation to the clergy preparing and officiating the service is customary. Make checks payable to: St. Joseph-Honey Creek.

PLEASE SIGN AND RETURN THIS PAGE OF THE GUIDELINES TO THE FACILITY RESERVATIONIST

THE FOLLOWING ARE THE RESPONSIBILITY OF THE BRIDE AND GROOM:

- The church does not provide decorations for any event that is outside of our liturgical celebrations.
- The church does not provide flowers. Bride/Groom must inform their florist of our floral guidelines which include our liturgical season floral arrangements that are not to be removed from the sanctuary.
- Music arrangements are the responsibility of the Bride/Groom, and it is their responsibility to contact the Music Director to have their selections approved. Fee will be arranged solely between the Bride/Groom and the musician with whom they have contracted. St. Joseph-Honey Creek will not be responsible for music.
- A list of Wedding Rehearsal Coordinators will be made available to the Bride/Groom, and it will be their responsibility to contact the coordinator in advance and to contract the coordinator's services. The coordinator fee will be arranged solely between the Bride/Groom according their contract fee.

COVER LETTER FOR CHURCH RULES AND GUIDELINES

Please return the following prior to your scheduled event:

- a. Cover Letter for Church Rules and Guidelines with Signature
- b. Deposit (if applicable) at time of Cover Letter
- c. Fees for Church/Chapel 30 days prior to Event Date. If payment is delayed, you may be asked to pay by Cashier's Check or Money Order.
- d. All paperwork that the Pastor and Pastor's Secretary have requested

St. Joseph Catholic Church-Honey Creek,
Attention: Grace Linneman, Facility Reservationist
25781 State Hwy 46 West
Spring Branch, TX 78070
830-980-2268 ext. 202

I acknowledge that I have read and understand the Guidelines for the Use of the Church/Chapel as stated in this document. I agree to comply with all policies and understand that the loss of deposit will apply if any of the above guidelines are not met and followed.

(Signature)

(Date)

(Staff Signature)

(Date)