

## FACILITY INFORMATION

- Sanctuary Capacity: **240 people**
- Rees Hall Capacity: **150 With Tables and Chairs: 110**
- The church offers an A/V person, an organist/pianist, and candelabras for use during the ceremony.
- In Rees Hall there are 10 round tables (6' in diameter) and 12 long tables (8'long). Each can seat 8. There are 150 chairs.
- The church kitchen is available for staging.
- **A licensed food manager must oversee any cooking or food preparation.**
- Both Rees Hall and the front yard area may be used for the reception.

## RESERVING OUR SPACE

You will schedule the date and time of your wedding and wedding rehearsal through the church's Administrative Assistant. At Flagstaff Federated Community Church, the pastor meets with the couple approximately five times prior to the wedding for pre-marital counseling and consultation on the wedding ceremony.

**A complete Wedding Application and refundable \$200 deposit is necessary to reserve the date and time of the wedding ceremony.**

Upon receipt of deposit and completed wedding application, the date and spaces will be reserved on the church calendar.

All financial arrangements for the wedding must be settled one week prior to the rehearsal. Once the final payment has been received, a key to the facility will be distributed.

## THE SERVICE & RECEPTION

Music will be arranged in consultation with the church organist, who will play at all weddings held at the church when the organ is used. If the church organist is unavailable to play, he/she will suggest a substitute. Another organist may be invited only with the consent of the church organist. Solos or other musical ensembles to be accompanied by the organist must be arranged at least one week prior to the rehearsal.

The church does not provide wedding coordinator services. The pastor and administrative assistant will serve as liaisons between the church and the couple or wedding coordinator to facilitate arrangements for the rehearsal and wedding ceremony.

The pastor, or his/her designee, will officiate at all weddings. Guest clergy who are duly ordained may be invited to officiate at the discretion and invitation of the pastor.

The church is not responsible for setting up, decorating, or cleaning up the sanctuary or reception areas. Any rooms used, including Rees Hall and sanctuary, must be left in the same (or better) condition as before the room was used, with items put back in their places if they were moved.

In decorating the sanctuary, care must be taken that no damage is done. Nails, tacks, staples, and tape may not be used. The couple is responsible for clarifying this with the florist. Candles are only permitted in the chancel area only, and not along aisles. The church does have several candle holders and candelabras available for use. Rice, birdseed, or any equivalent may not be thrown within the church building or on the church property, including adjoining sidewalks. An exception may be made if the wedding reception is held at the church.

After the bride has arrived at the chancel steps, no pictures by attendees are permitted during the ceremony, until the pastoral blessing has been pronounced. An exception is that a photographer may take timed exposures (without flash) from the rear of the sanctuary. If the couple desires, the wedding party may gather in the sanctuary before or after the ceremony at which time other pictures may be taken. The photographer should consult with the pastor for any clarification. Video recordings may be made throughout the ceremony from a stationary tripod with no artificial lighting.

**Smoking and alcoholic beverages are not permitted on church property.**



**FLAGSTAFF  
FEDERATED**  
COMMUNITY CHURCH

## FLAGSTAFF FEDERATED WEDDING GUIDE & FEES



This guide contains information about the use of our facilities for services and receptions and associated costs. May God's blessings be upon this journey of preparation for your marriage!

Flagstaff Federated Community Church is an inclusive congregation. We offer an Altar for All, including services for same-sex partners.

**Give us a call at 928-774-7383 and reserve your space!**

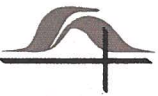
A refundable deposit of \$200 is required to save the date and time of your wedding ceremony. If the facilities remain undamaged and keys are returned, then the full deposit will be refunded.

The following is our comprehensive fee schedule for the use of our facilities and personnel for a wedding:

- **\$200 Refundable Deposit**
- **Sanctuary \$400** - includes rehearsal, ceremony and staging rooms
- **Rees Hall \$100** - rehearsal dinner
- **Rees Hall \$200** - wedding reception - includes use of kitchen but does not include food or use of dishes

Checks payable to **Flagstaff Federated Church**

- **Organist/Pianist \$150** - rehearsal & ceremony - paid directly to organist
- **Pastor \$150** - rehearsal & ceremony
- **Pastor \$100** - per-marital counseling - paid directly to pastor
- **A/V Operator \$15** - per hour



METHODIST

COMMUNITY

PRESBYTERIAN USA

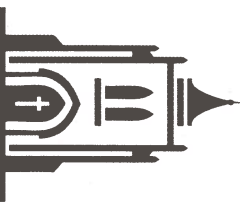
**OFFICE HOURS**  
9:00AM-1:00PM  
MONDAY THROUGH THURSDAY

928.774.7383

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

400 West Aspen Avenue  
Flagstaff, AZ 86001

FlagstaffFederatedChurch.org



FLAGSTAFF  
FEDERATED  
COMMUNITY CHURCH

**SUNDAY WORSHIP SERVICE**  
10:00AM | ALL ARE WELCOME



*Weddings*

FLAGSTAFF  
FEDERATED  
COMMUNITY CHURCH

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