

GUIDELINES FOR THE DECORATORS

Church at Ponce & Highland has developed the following guidelines to avoid inadvertent damage to church property or furnishings. Please review them carefully.

If you have any questions, please direct them to the Facilities Director at jim.wright@dhbc.org

- No pins, tacks, nails, or staples may be used to attach any decorations to church property.
- No adhesives, including any type of tape, may be used on the floors of the Sanctuary.
- Aisle runners may be permitted, but they cannot be attached to the floors in any manner. They are not allowed on the church steps outside of the Sanctuary.
- No birdseed or confetti is allowed.
- Live flowers and plants are allowed. However, any arrangements must be secure and incapable of being knocked over, and any vase containing water or other liquids must be fully enclosed with no openings that may allow the liquid to escape.
- Only silk or other fake flower petals are allowed on the Sanctuary floor.
- Only dripless candles are allowed, and only if within a container to avoid fire and wax damage.
- Stage items such as the table or chairs may be used for the wedding, but this will be at an additional cost as explained in the Wedding Policies and Procedures.
- No decorations are allowed on the piano, organ, or any sound equipment.
- We prefer that constructs of any size and shape be avoided, but should one be included in the decorations the construct must not exceed six (6) feet, must be highly stable and secure, and the utmost care must be taken during the construction. The Director of the church will oversee the construction, and every request they make must be followed.
- If there are decorations or items in the Sanctuary or Chapel that have not been removed prior to the wedding by the church's stage workers, those decorations or items are not allowed to be altered or removed. If it becomes necessary, a request must be made of the Facilities Director.
- Unless otherwise agreed upon by the Facilities Director, three hours prior to the time of the wedding is allotment of time for decoration, photographs, etc. Should more time be needed, or delivery of items before that amount of time be required, it must be scheduled ahead of time with the Facilities Director.
- Decorations must be removed within one hour after the wedding.

Church at Ponce & Highland

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