

Decorations: Your florist, or whoever is responsible for decorations must contact the Vine Street Wedding Coordinator to ensure that the decorations planned are in keeping with the policies of the church, and to arrange a date and time for the placement and removal of all decorations.

The sanctuary may not be decorated until the day of the wedding. Florist-supplied items may not be delivered and placed until the day of the wedding, and must be removed promptly following the wedding service unless special arrangements are made with the Vine Street Wedding Coordinator.

Floral displays shall be limited to three arrangements. The use of complementary greenery will be allowed in moderation, subject to approval by the Vine Street Wedding Coordinator. All decorative displays must be placed behind the chancel rail in a manner that does not obstruct congregational view of the communion table. An exception to the number of floral displays is the use of small floral markers or bows to designate reserved pews. These must be attached with ribbon ties only. No mechanical holding devices (clamps, tacks, nails, screws, pins, staples or tape) may be used.

If decorations such as plants or floral displays need to be elevated, stands must be provided by the florist. In placing flowers, plants or other decorative materials, waterproof protection must be used as necessary to protect the carpet.

Furnishings may not be moved out of place. This includes the communion table, hymnals, cushions, piano, pews or other objects used in the regular furnishings or equipment of the facility.

No decorative items may be placed on the pulpit, lectern, organ or chancel rail. Small floral arrangements and Unity Candles may be placed on the communion table, either behind, or to the left and right of the cross; the cross must remain visible at all times, regardless of the denomination of the wedding party or of the religious service being held.

Existing sanctuary decorations may be added to, but they may not be moved.

Candles, including Unity Candles may be used in the area behind the chancel rail only, and must be encased in either glass or metal. Protective plastic or carpet must be placed under all candelabras and other candle stands to prevent wax damage to the carpet and cushions. Due to Fire Department Code regulations, no lighted candles may be placed in windowsills or along any aisles.