

Oaks Pioneer Church Policies

RESERVED TIME PERIOD:

It is essential you adhere by the time you reserved, as stated in your contract. Other events may be scheduled immediately before or after your time. Please do not arrive early (or you may have to wait); likewise, please plan your ceremony time, photography, etc. so that your departure is in a timely manner. Scheduling adequate time for your ceremony, photography, set-up and take down will help ensure a smooth event.

FACILITIES DIRECTOR ON DUTY DURING YOUR WEDDING:

The City of Portland Parks Bureau requires the presence of building security when the church is occupied. This employee (Host/Hostess) is not a wedding assistant but someone to help familiarize the wedding party with the facilities of the church – emergency equipment, light switches, umbrellas, etc. A telephone is available for emergencies and notification of ambulance, fire bureau and police. The Host/Hostesses cleans after each wedding and ensures the smooth transition between reservations. Gratuities are gratefully accepted.

NUMBER OF GUESTS:

By order of the Fire Marshall, City of Portland, a MAXIMUM of seventy-five (75) guests is permitted in the church, excluding your wedding party.

CLERGY/MUSICIANS:

It is the responsibility of the wedding party to contract the necessary clergy, judge or musicians. A list is enclosed for your convenience in the wedding packet; however, it is not required that you select from these lists. Church organ is a pump organ.
Photo by Artful Images

PHOTOGRAPHS:

When planning your photography needs, please keep in mind your reservation time constraints. If you desire extensive photography, you may wish to reserve additional time beyond the two hour minimum. Discuss with your photographer the amount of time needed.

FLOWERS:

Delivery of flowers is allowed only during your reserved time. Flowers and/or ribbons may be placed on the altar, altar rails, candelabra, window sills, desk, or attached to the pews.

RICE / BIRDSEED / CONFETTI, ETC.:

These items are prohibited within or outside the building.

SMOKING:

Smoking is prohibited inside the church and within 100 feet of the historic building. Please use the outdoor waste containers for disposal of your cigarettes.

NO ALCOHOLIC BEVERAGES:

By order of the City of Portland Parks Bureau no alcoholic beverages are allowed within the building or on the church grounds.

INCLEMENT WEATHER:

In case of Ice / Snow / Wind, etc., which might delay or cancel your wedding, please call the Reservation Director the morning of your reservation. Large umbrellas are available for your use and are located by the front door and in the back hallway. Please do not remove the umbrellas from the church grounds.

YOUR RESPONSIBILITIES:

Sellwood Moreland Improvement League, in the management of Oaks Pioneer Church, assumes no liability for either lost or stolen personal property. We suggest you assign someone to care for all valuables such as gifts and other personal items and to be responsible for their removal at the end of your reserved time.

I understand the policies as written and agree to their terms,

Signature _____ Date ____/____/____