



Hosting Weddings at Cornerstone

Cornerstone Tulsa is available to host marriage ceremonies for **members** and **those who have regularly attended** (for at least a year), as well as their children. At this time we are not able to host weddings for the general public.

PREMARITAL MENTORING

We require couples who are being married at Cornerstone Tulsa to complete premarital mentoring (either through our church or with a licensed counselor, as approved by the officiating minister).

Cornerstone Tulsa's premarital mentoring is 4-6 weeks in total, and confirmation of completion must be received a minimum 1 month prior to the wedding date. If premarital mentoring is not completed, the couple will not be able to host their wedding at Cornerstone Tulsa.

For more information on our premarital mentoring program, visit our website or contact our Care Pastor, Alan Kline: akline@cornerstonetulsa.org.

OFFICIANT

Cornerstone Tulsa's Rector, Jon Odom, or other staff ministers, are able to officiate weddings. Officiant honorarium is \$400, payable in cash or check (made out to the minister). At this time, Cornerstone does not allow other pastors, ordained or otherwise, or laypersons to officiate weddings on the premises. Other staff ministers who can officiate: Zach Wallace, Holly Sharp, Alan Kline. Staff ministers are also available to officiate weddings held offsite.

SCHEDULING

Weddings can be scheduled for Friday evenings or Saturdays only. Our space is available in 4-hour time blocks, listed below. These time windows include: set-up/decorating, photos, the ceremony, and clean-up.

Friday 2:00-6:00p

Saturday 9:00a-1:00p or 2:00-6:00p

An additional 1-hour rehearsal may be scheduled before or on the day of the wedding, see more details below.

Weddings are not able to be scheduled on federal holidays, during Holy Week (Palm Sunday through Easter Sunday), the weekend after Thanksgiving, or between December 20th-January 9th. Additional dates may be blocked off for Cornerstone Tulsa events or based on staff availability.

SPACES

At this time, Cornerstone Tulsa can only offer space for a ceremony, no receptions. We will allow access to the main floor only; the playground, basement and second floor are not available for event access (excepting the bridal party holding room).

Wedding guests are welcome to utilize the lobby, ground floor restrooms, and nursing room. Childcare and/or use of the other Cornerstone Kids facilities are not available for weddings at this time.

Spaces included in the rental:

- Sanctuary (seats 435) for ceremony and photos
- Lobby for guests to gather or for receiving lines
- Bridal party holding room (2nd Floor Landing, restroom access in Kids hallway)
- Groom's party holding room (Family Room, restroom access in lobby)

Please note we do have cameras in use throughout the building. Bathrooms are made available for dressing in privacy.

The use or consumption of alcohol, tobacco, nicotine, THC products — including cigarettes, cigars, chewing tobacco, e-cigarettes, vaping devices, or any other products containing THC, nicotine or tobacco — are not permitted inside the Cornerstone Tulsa building or on church property.

EVENT COORDINATION

Cornerstone Tulsa will provide our Event Coordinator to work with the couple directly and/or work with a wedding coordinator hired by the couple, to organize and communicate logistics for the rehearsal, ceremony, and related delivery/set-up details for the events on the premises.

A discounted rental fee is offered if the couple has hired their own coordinator (see fees below). In this case, the Event Coordinator will act more as a facility liaison, making sure the building is open and ready to receive vendors, the bridal party, and guests, and will ensure the space is locked up after the event.

DECORATIONS

No decor may be permanently affixed to any surface. The communion table may not be decorated and the area in front of the communion table should be kept clear. If you would like to add decorations along the altar rail or anywhere else on the stage, please review that with Cornerstone's Event Coordinator first.

No open flames, with the exception of a unity candle or existing candles in place on the communion table. Otherwise flameless/battery powered candles may be used.

No real flowers/petals may be used on the floor or in the aisles where they may be walked upon. Silk/faux flowers/petals are acceptable.

No rice, birdseed, shaving cream, confetti, glitter etc. can be used inside or outside the building. Bubbles or biodegradable flower petals are allowed outside the building.

Any seasonal decorations already in place (i.e. Advent, Easter, etc.) must remain in place.

Sanctuary chairs, instruments, monitors on stage, communion table, or additional items set for services cannot be moved.

All decorations must be collected and removed from the premises by the close of the rental window, or else otherwise arranged for pickup with the Event Coordinator. Any decorations left behind may be thrown away or donated at Cornerstone Tulsa's discretion.

If third-party vendors are used for any decor (i.e florists or party rental companies), the list of items being brought in must be reviewed and approved by the Event Coordinator prior to the event. Drop-off of items can be done during office hours (Monday-Thursday, 9a-5p), or within the 4-hour rental window. Pick-up of rentals should be coordinated to take place within the 4-hour window, if that is unable to happen, an additional fee may be charged.

When in doubt, run any questions about decorating by the Event Coordinator!

PHOTOGRAPHY/VIDEOGRAPHY

We welcome photographers and videographers to document your wedding! We ask them to be courteous during the ceremony and not disruptive (no flash during ceremony), especially during the homily, vow exchange, and communion. Couples may choose to take bridal party and/or family photos before or after the ceremony in the sanctuary or anywhere outside the building, on our property. Spaces not included in the rental, as detailed above, will not be available for photos. All photography and videography must be done during the 4-hour rental window.

MUSIC & AUDIO/VIDEO

The couple must use an audio/video (A/V) tech from our approved list. If additional set-up or services require more time, this will be communicated to the couple ahead of time and will be paid per the hourly rate (see fees below).

Because a wedding ceremony is a worship service of the church, music should be sacred or instrumental. An exception can be made for music for the recessional, but must be appropriate to a church sanctuary (no explicit language or vulgarity). The couple will review the music selections with the officiant for final approval. The couple will provide all music files to the A/V tech no less than 7 days before the event.

Cornerstone Tulsa does not provide musicians, but if live musicians are hired by the couple, that will need to be communicated to the Event Coordinator and A/V tech ahead of time. Day-of set-up and sound check must happen at rehearsal and/or within the event's 4-hour window of time. If you are interested in hiring musicians on the Cornerstone worship team, please let the Event Coordinator know and she will connect you.

At this time, no videos can be played during the ceremony. However, Cornerstone Tulsa will display a welcome message in the lobby, and the Event Coordinator will collect needed information when reviewing the A/V needs.

COMMUNION

The couple may choose to be served communion by the minister during the ceremony. Communion elements are provided by Cornerstone Tulsa at no cost if just the couple receives communion, or for a small fee if the couple would like the congregation to be served. If gluten-free elements are required, please let us know ahead of time.

FOOD AND DRINK

Other than communion elements, no food or drink is allowed in the sanctuary. No food or drink is allowed in the lobby. Bridal and groom parties may have food and drink in their respective holding areas.

SERVICE ORDER/REHEARSAL

The order of the service will be finalized by the couple and officiant.

Cornerstone Tulsa will not create or print wedding programs. The couple is welcome to bring in their own programs to be handed out.

A 1-hour rehearsal may be scheduled before the wedding, but is subject to work around events previously scheduled in the building. The officiant will lead the rehearsal, which should not take more than 30 minutes, if all parties arrive on time.

MISCELLANEOUS

Any items related to decor, spaces, or the ceremony itself, not outlined in this agreement, should be reviewed with the officiant and Event Coordinator, and be approved by them prior to the event.

FEES

With your own wedding coordinator

Rental fee \$535

A/V Tech \$265

Officiant Honorarium \$400

TOTAL: \$1200

With the Cornerstone Event Coordinator coordinating your wedding

Rental fee \$835

A/V Tech \$265

Officiant Honorarium \$400

TOTAL: \$1500

Additional time required for set-up (including A/V), installations, or working with vendors will be charged at \$75/hour.

Additional fee for communion elements may be charged, but will be determined by the number of people taking communion.

Checks for rental and A/V can be made directly to Cornerstone Church Tulsa. Checks for the honorarium should be made directly to the officiant.

DEPOSIT

A deposit of 50% of the rental fee is due in order to secure a date. The remaining 50% of the rental fee as well as 100% of all other costs/fees outlined above are due no less than 7 days before the event.

CANCELLATIONS

Cancellations initiated by the couple more than 7 days before the event will receive a full refund of their deposit. Cancellations 7 days or less before the event will forfeit any payments made to Cornerstone Tulsa.

Cornerstone Tulsa reserves the right to cancel events with reasonable notice. A full refund will be offered in the event of a cancellation initiated by Cornerstone Tulsa.