

WESTSIDE BAPTIST CHURCH Wedding Policy & Procedures

The facilities of Westside Baptist Church have been designed, built, and dedicated for the honor and glory of God in and through Jesus Christ. Since a wedding is a sacred ceremony in which a man and a woman seek the blessings of God on their marriage, we delight in having ceremonies at our church. Therefore, as good stewards and desiring to honor God, we set forth these guidelines.

I. SCHEDULING A WEDDING

The facility must be scheduled by a member of Westside Baptist Church. It must be approved by the facilities manager/staff.

Each wedding, including the rehearsal, must be scheduled through the church office, and placed on the master calendar. There is also a reservation form on our website. **Reservations are not confirmed until all forms are completed, signed, and returned to the church office.** Dates may be tentatively set but cannot be confirmed more than one year in advance. **All Saturday weddings including those with a reception at the church should be scheduled so that the building is completely cleared no later than 8:00 p.m.** This request is made due to the amount of time required to ready the building for Sunday services. If the activity is planned for later than 8:00 pm, arrangements should be made with the Facilities Manager.

Each wedding must have an adult, immediate family, church member (21 yr. or older) who oversees and makes sure all policies are carried out any time the doors are open or occupied by a non-church member.

II. USE OF THE BUILDINGS

1. It is the responsibility of the person making the wedding arrangements (adult church member) with the church to inform the bridal party of the following building use policies.
2. Smoking or tobacco use inside the buildings is prohibited.
3. Alcohol use on the property of Westside Baptist Church is **strictly prohibited**.
4. Children should not be allowed to roam in any part of the building without adult supervision.
5. We ask that you not use any confetti, glitter, or rice inside or outside of the buildings. Birdseed may be used, but not inside the building or under the carport area.
6. When decorating, the use of nails, tacks, or screws is prohibited. Clip-on decorations for the end of chairs may be used, but no tape may be used on any floors, chairs, or walls.
7. Dripless candles must be used. Floral decorations should be in spill-proof containers.
8. Only the facilities manager is authorized to remove the pulpit, etc.
9. No food or drink will be allowed in the worship center, other than if you were to use something for communion.
10. The church is not responsible for personal items left before, during, or after the rehearsal and wedding.

III. MUSICIANS/SOUND & LIGHTING

We ask that all wedding music maintain the dignity and atmosphere of a worship service. The church does not supply the pianist for wedding services.

Regarding sound and lighting equipment, only authorized and trained sound/lighting/video personnel will be allowed to operate said equipment. The church office will schedule this. If sound related equipment needs to be moved, the church should be notified ahead of time to make proper arrangements.

IV. CUSTODIAL SERVICES

The facilities manager must be contacted well in advance of the actual wedding by a member of the wedding party to discuss the wedding plans to make sure the church can be cleaned properly before our Sunday service. Decorating times must be coordinated with the facilities manager as well. The facilities manager will unlock the church and will supervise the moving of furnishings when needed, but the wedding party is responsible for setup and cleanup following the wedding. All trash is to be bagged and taken to the dumpster.

V. FEES

There is a \$500 fee for members which must be paid at least one (1) month prior to the wedding. There is also a \$200 deposit that is refundable upon inspection of the building after wedding. This deposit must be paid 3 months prior to the wedding.

Payment for the services of a sound/lighting/video technician will be paid by the wedding party to the church at the time services are rendered, and the church office will distribute payment. Below is the compensation for those services.

- Sound/lighting/video technician fee \$100

<p style="text-align: center;">In case of emergency with the building, contact: Terry Thweatt at (270)293-9563</p>

WEDDING RESERVATION FORM

Bride: _____ Phone #: _____

Address: _____

Westside member _____ Nonmember _____

Groom: _____ Phone #: _____

Address: _____

Westside member _____ Nonmember _____

Wedding Date: _____ Time: _____

Officiating Minister: _____

Phone #: _____

Name of Wedding Coordinator (if applicable): _____

Phone #: _____

Will the reception be at the church? Yes ___ No ___

If yes, are you seeking to use the fellowship hall or the gym? _____

When do you need the doors open for decorating? (Date and time) _____

When do you need the doors open for the wedding? (Time) _____

Rehearsal information:

Will the rehearsal be at the church? Yes _____ No _____

If yes, when is the date and time of the rehearsal? _____

When do you need the doors open for decorating? (Date and time) _____

When do you need the doors open for the rehearsal? (Time) _____

Will the rehearsal dinner be at the church? Yes ___ No ___

If yes, would you like to use the fellowship hall or the gym? _____

I have read and thoroughly understand the policies of Westside Baptist Church concerning the use of the church for my wedding. I hereby agree to abide by each of the terms as set forth in this policy.

Signature: _____ Date: _____

Church Member: _____ Date: _____

Office Use:

Fee Paid _____

Sound/lighting/video technician fee required _____