

## 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 via the building request form on the church website, and placed on the master calendar. **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 three (3) months prior to the wedding. A \$200 deposit, that is non-refundable, must be paid to secure the date of your wedding upon approval of your building request.

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. This is a required fee that is in addition to the \$500 building usage fee.

- Sound/lighting/video technician fee      \$100

**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: \_\_\_\_\_

<p><b>In case of emergency with the building, contact: Terry Thweatt at (270)293-9563</b></p>
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