

HAGOOD AVENUE BAPTIST CHURCH WEDDING POLICY

Approved 2015

I affirm that:

- 1) I understand that Hagood Avenue Baptist Church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
- 2) To the best of my knowledge the purpose for which I am requesting use of church facilities will not contract the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or became aware to the church staff.
- 3) I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to the church staff.
- 4) I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of _____, a certificate of insurance for at least _____ of coverage, and any others fees required by the church.
- 5) I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval which is conditional on part on my agreement to the requirement in the "Church Facility Use Policy" a copy of which I have read and understand.
- 6) I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
- 7) The church believes disputes are to be worked out between parties without recourse to the courts. Accordingly, uses of the facility agree to attempt resolution of any disputes through Christian mediation.

Signature

Print

I. SERVICES AVAILABLE

A. Services of the pastor--All weddings should be cleared through the Church office. Non-members must pay ½ of fees listed in Sec. IV before the wedding date can be placed on the church calendar. Balance of charges must be paid before the wedding. No announcements as to the use of the church should be made before the calendar is checked and fees have been paid. If the pastor is going to perform the wedding, he may wish to have counseling sessions with the couple. If another minister of like faith and order is to officiate or assist, the pastor should extend the - invitation to the other minister.

B. The Church Custodian will have the necessary doors unlocked, the church heated or cooled. The Church Custodian and will be responsible for turning off lights, heating and cooling systems, and locking the church doors after use. The Custodian needs to oversee the movement of furniture, (chairs, tables, etc). The wedding party is responsible for providing the people for the moving of the furniture. Please notify the Church Office of dates, time and facilities you need.

C. The services of the Church Custodian include cleaning, mopping before and - after the ceremony, and any other general housekeeping duties. There is a fee for this service. See section IV.

D. A tentative list of all music must be discussed with the Director of Music at least 60 days prior to wedding date. You must contact the Director of Music if any changes are made after the 60 day deadline. If music is not submitted 60 days prior to wedding date, the music may be subject to being omitted from the ceremony. The purpose of this request is to insure the appropriate music in a sacred and holy ceremony. Please be prompt to insure a smooth planning process. Also, the instrumentalist would confer with the Music Director concerning the operation of the organ. Even church members must have music approved.

E. Any honorarium for services rendered by the pastor and/or the Director of Music is a voluntary matter on the part of the wedding party. Fees for the Instrumentalist must be discussed directly with them.

F. The Church Sound System must be operated by Hagood Avenue's sound technicians. There is a fee for this service. See section IV.

II. FACILITIES AVAILABLE

A. The use of the Worship Center, bride's room, choir suite, and the fellowship hall are available to church members (bride and/or groom) for weddings, rehearsals, -rehearsal parties, etc. Arrangements for the use of the facilities should be made through the church office as far in advance as possible.

B. Any request for the use of the church by non-church members must be cleared by the pastor, church office, and other staff.

III. CARE OF BUILDING, EQUIPMENT AND GROUNDS

A. We request the pulpit be moved for wedding services under the supervision of the church custodian.

B. All things removed from their regular places must be replaced by the one in charge of the wedding. This includes things in the sanctuary, fellowship hall, kitchen, and other places used. For this reason, the employment of the services of - the Church Custodian is required.

C. No church furnishings or equipment may be used off the church property. All items damaged during private use, receptions, parties, etc. should be replaced or -repaired by the responsible party.

D. We request that the wedding party remove trash left from the wedding from the church.

E. The florist or director of the wedding shall agree to the following in regard to decorations: No nails or tacks are permitted in pew markers and decorations. We ask that **no-drip candles** be used and proper **protection (such as plastic sheeting)** be used underneath to insure protection for the **carpet and choir chairs**, etc. The Florist and Wedding Party will be responsible for damage if these directions are not followed.

F. **No food or drink** will be allowed in the sanctuary during rehearsal or after wedding. (See that your guests remain in the fellowship hall with refreshments.) Neither birdseed, rice, confetti, nor other materials are to be thrown inside any of the church buildings. If birdseed, rice, or confetti is to be thrown, please instruct those -distributing it to inform everyone to be completely away from the foyer and entrances.

G. Please remember and inform all members of the wedding party that no - alcoholic beverages or beverages that have the appearance of alcoholic beverages (such as sparkling grape juice) is allowed on church property. There is **NO SMOKING** allowed inside any of the church buildings.

IV. FEES

NON-CHURCH MEMBERS RENTAL & SERVICE CHARGES

Use Of Worship Center:

a. Worship Center	\$200.00
b. Church Custodian	200.00
c. Sound Technician	100.00
d. Floral removal/replacement (optional) From Stage	100.00
e. Video from Balcony (optional) Raw footage no editing	300.00

Use Of Fellowship Hall:

f. Fellowship Hall	\$100.00
g. Church Custodian	100.00

CHURCH MEMBERS

RENTAL FEES WAIVED – SERVICE CHARGES

a. Church Custodian	\$200.00
b. Sound Technician	100.00
c. Floral removal/replacement (optional) From Stage	100.00
d. Video from Balcony (raw - no editing)	300.00

V. MISCELLANEOUS

A. Photographers are required to check with pastor as to policies during the - ceremony. There are to be no flash pictures during the ceremony. Also, ushers - should be instructed to inform all guests with cameras to wait until after the ceremony for pictures.

B. Video taping is encouraged **BUT MUST BE DONE FROM THE BALCONY OR IN BACK OF THE SANCTUARY.**

Revised 11/15/17

APPLICATION FOR USE OF FACILITIES & SERVICES FOR WEDDING

A. GENERAL INFORMATION

WEDDING REHEARSAL DATE & TIME _____

WEDDING CEREMONY DATE & TIME _____

FELLOWSHIP HALL DATE & TIME _____
(IF APPLICABLE)

B. BRIDE NAME _____ **PHONE #** _____

ADDRESS _____

EMAIL _____

MEMBER OF WHAT CHURCH _____

C. GROOM NAME _____ **PHONE #** _____

ADDRESS _____

EMAIL _____

MEMBER OF WHAT CHURCH _____

D. MINISTER OFFICIATING

NAME _____

ADDRESS _____

PHONE# _____

CHURCH/DENOMINATION _____

E. FLORIST

NAME _____

PHONE # _____