

## **SPRINGHILL BAPTIST CHURCH POLICY**

Title: Facility Usage  
Subtitle: Wedding Policy

Effective Date: April 14, 2008

A wedding is a sacred occasion. It will be most meaningful when there is careful planning. For that reason, the following statements will govern your plans for the wedding. These policies are most suitable and practical for all concerned.

### **SETTING THE TIME OF YOUR WEDDING**

- Careful planning is necessary for all weddings. Plan as early in advance as possible so that the use of the church space can be arranged without conflict. The date of the wedding is set in consultation with the wedding director and Office Manager, who will clear the date with the pastor and the church schedule. At this consultation, the wedding application form is filled out and arrangements will be made for the conference(s). The wedding date is not secured until all deposits are paid.
- It is extremely important that the exact time indicated for the rehearsals and wedding is observed, and care should be taken to have all members of the wedding party in their place at the time indicated.
- In the event that the wedding date would be in conjunction with a church event, any stage decorations, lighting equipment, etc. must be given priority and cannot be removed! This also includes special times of the year that the church is decorated, such as: Christmas, Easter, etc.

### **The WEDDING MUSIC**

- All music must be submitted to the Pastor of Music & Worship for coordination at least one month prior to the wedding.
- Arrangements for live music to be played at the reception must be approved by the Pastor of Music & Worship.
- If a sound system is required, it must be set up and run by one of our qualified sound technicians. See fee schedule for charges for services of our sound technician.
- All Instruments and equipment on the main floor must remain in place.

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### **PHOTOGRAPHERS**

- The use of flash photography during the ceremony is at the discretion of the wedding party. Please consult with the photographer and the Springhill Baptist Church Wedding Director as to the timing of photography.
- Video taping can occur from floor level or balcony level.

### **FLOWERS AND DECORATIONS**

(Old Sanctuary and Family Life Center)

- Whenever candles are used, they must be of the non-drip variety and have appropriate holders.
- Under no conditions shall decorations be attached to the pews or other furniture by pinning, gluing or nailing.
- All decorations, flowers, palms, and other equipment shall be removed from the church building immediately following its use.

### **FEES**

Fees are the responsibility of the persons getting married. See Activity Reservation Request Form for all fees.

- If all rules are followed and no damages occur, deposits will be refunded to the person who paid the fees. All fees for the sanctuary are due when the request form is turned in. The wedding party is responsible for any extra fees, including singers, musicians, and minister's honorarium.
- The Family Life Center is available for Saturday wedding receptions under the following guidelines: The reception must start at a sufficient time so that the wedding party has completed all activities including cleanup by 6:00 p.m. This allows time for Sunday morning setup by the church.
- Hourly fees for the use of the FLC must include any time spent by the wedding party preparing the facility for the event. ie: decorating, arranging tables, and cleaning up or removing items brought in by the wedding party for the event.

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### OTHER GUIDELINES

- If for any reason the wedding is not conducted by one of the staff of Springhill Baptist Church (SBC), the officiating clergy must be of fundamental, Bible-believing persuasion and **must be approved** by the senior pastor or staff.
- Couples will be required to attend premarital counseling prior to the wedding. Appointments can be arranged through the church office.
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- SBC Wedding Director, Sound Technician and Custodian must be used for the event, and the Wedding Director must attend the rehearsal. Fees are non-negotiable.
- Alcoholic beverages are not allowed in any of our facilities or on church property.
- Smoking in or on church property is not permitted.
- Rice and birdseed is strictly prohibited inside the church building. Rice is prohibited outside of the building as well.
- Use of glitter or confetti is strictly prohibited in any church facility.
- Use of rooms should be limited to the first floor of the sanctuary building only.
- No wedding ceremony should begin later than 4:00 pm on Saturday and everything must be cleared out by 6:00 pm so that the sanctuary can be cleaned and prepared for Sunday morning activities.
- Receptions in the Family Life Center (FLC) must conclude, with all activities including removing decorations, by 6:00 p.m. to allow sufficient time for Sunday morning setup. Set time of wedding accordingly.
- Appropriate covering must be placed under any candle that will be lit to protect carpet and wood surfaces.
- Silk petals must be used for the flower girl to avoid carpet stains.
- The Banners that are hanging in the FLC must remain hanging during the reception/event. They are not to be moved.
- The area around the stage in the FLC will be partitioned off and not permissible for use. The stage area or any equipment on the stage in the FLC shall not be used.
- The church does not provide extension cords. Do not use the electrical outlets around or under the stage area of the FLC.
- Keys to the facility are expected to be returned within five (5) business days following the reception/event.
- Any questions, problems, or special circumstances not covered by the wedding policy above shall be discussed as needed with the Office Manager and or the Pastoral Staff.

***If any of the listed guidelines are not followed, it could result in the forfeiture of the deposit for the said facility.***

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### REQUEST FOR WEDDING RESERVATIONS

(For a man and a woman)

Name of Bride \_\_\_\_\_

Present Address \_\_\_\_\_

Phone \_\_\_\_\_

Name of Groom \_\_\_\_\_

Present Address \_\_\_\_\_

Phone \_\_\_\_\_

Bride & Groom's New Address \_\_\_\_\_

Phone \_\_\_\_\_

Is either an active member of Springhill? Yes \_\_\_\_\_ No \_\_\_\_\_

Time of rehearsal: Date \_\_\_\_\_ Time \_\_\_\_\_

Time of wedding: Date \_\_\_\_\_ Time \_\_\_\_\_

Officiating Pastor \_\_\_\_\_

Florist \_\_\_\_\_

Please return to the church office at your earliest convenience as your reservation can be confirmed only upon receipt of above information.

We agree to comply with the wedding and reception rules and regulations of Springhill Baptist Church.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Date \_\_\_\_\_

**NOTE: PLEASE SUBMIT THIS FORM WITH YOUR WEDDING FEES TO CONFIRM AND TO SECURE YOUR WEDDING DATE.**

Rec'd by: \_\_\_\_\_

Date: \_\_\_\_\_

Fees paid: \_\_\_\_\_

Copy to Wedding Director \_\_\_\_\_

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### REHEARSAL INFORMATION

Bride's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date & Time of Rehearsal: \_\_\_\_\_

Date & Time of Wedding: \_\_\_\_\_

Please give the names of the following:

1. Pianist: \_\_\_\_\_

2. Any other musicians: \_\_\_\_\_

3. Photographers: \_\_\_\_\_

4. Florist: \_\_\_\_\_

5. Maid of Honor: \_\_\_\_\_

6. Bridesmaids

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

7. Flower girl: \_\_\_\_\_

9. Any other female participants: \_\_\_\_\_

10. Best Man: \_\_\_\_\_

11. Ushers:

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

12. Ring Bearer: \_\_\_\_\_

13. Any other male participants: \_\_\_\_\_

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It is important that all participants in the wedding be present at the rehearsal. Please make plans for only the people who are participating in the wedding to attend the rehearsal, as too many people can be distracting and time-consuming.

How will your attendants enter the church? (circle one)

1. Ushers together and bridesmaids single file.

2. Ushers and bridesmaids paired together.

3. Other (please explain) \_\_\_\_\_

\_\_\_\_\_

Will you use a kneeling bench? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you use a unity candle? Yes \_\_\_\_\_ No \_\_\_\_\_

Give name of usher who will seat groom's mother: \_\_\_\_\_

Give name of usher who will seat bride's mother: \_\_\_\_\_

Give names of two ushers who will light candles: \_\_\_\_\_

Give names of two ushers who will unroll aisle carpet: \_\_\_\_\_

How many songs will you have? \_\_\_\_\_

Song titles: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where will the songs be in the ceremony? \_\_\_\_\_

\_\_\_\_\_

Where will the soloist stand? \_\_\_\_\_

Please list or describe anything else you plan to do that will be a variation from the traditional wedding.