

## Wedding Policy

All persons desiring the use of any of the church facilities for a wedding should make those arrangements through the church secretary (756-4710) who will give them the appropriate application. The secretary will then contact the Facility Use / Wedding Coordinator who will assist in making the necessary arrangements. The application must be completed, signed and returned to the church office with a \$250.00 security deposit in order to reserve the facilities and have the date placed on the church calendar. Any damage in excess of the security deposit will be the responsibility of the person or group who applied for use of the facility. (A security deposit is not required of active, participating members; however, they will be held responsible for any damage that occurs during their use of the facility.) All other fees pertaining to the use of the facilities must be paid 30 days prior to the date of the wedding. If a building is reserved and not used, 25% of the deposit will be forfeited. Non compliance with any part of the church policy will result in forfeiture of the total deposit.

The use of a minister outside of the membership of Bosqueville Baptist Church must have the approval of the Bosqueville Baptist Church's pastor.

### FEES:

The church buildings are offered as a courtesy to those who wish to use them. No attempt is made to secure a fee for the use of the building itself. All fees are intended only to offset the direct cost to the church. All fees must be paid in full 30 days before the date of the wedding.

### Utility Fees:

Wedding Only (Sanctuary) \$200.00

Wedding & Reception in Fellowship Hall \$250.00

Wedding, Reception & Rehearsal Dinner \$300.00

(in Fellowship Hall)

Utility fees for use of the Sanctuary and Fellowship Hall are not charged to active, participating members of Bosqueville Baptist Church.

### Family Life Center Fees:

Family Life Center Kitchen & adjoining area \$325.00

(for up to 4 hours)

Family Life Center Kitchen & adjoining area \$450.00

(for up to 8 hours)

There will be an additional fee of \$325.00 if time for decorating before the event is

needed and would require more than the 4-hour or 8-hour spans described above.

#### Custodian Fees:

Sanctuary Only \$ 75.00

Fellowship Hall Only \$ 75.00

Sanctuary & Fellowship Hall \$100.00

Family Life Center Only \$100.00

This fee may be refunded to active, participating members if the facility is found to be clean and in good order (including the removal of trash and the return of any furnishing that had been moved to its original location) and custodial services are not needed. This determination would be made by the Wedding Coordinator.

#### Wedding Coordinator:

For Non-members \$150.00

For Members of BBC \$ 75.00

The Wedding Coordinator is required to coordinate the use of the facility.

#### Sound Technician:

For both Members and Non-members \$100.00

The Sound Technician is required if the sound equipment is used in either the Sanctuary or the Family Life Center.

#### Minister's Fee:

This is an honorarium and is the responsibility of the groom.

#### PRE-MARITAL COUNSELING:

If one of the ministers of this congregation performs the wedding ceremony, the couple must agree to pre-marital counseling prior to the wedding. There are no exceptions to this policy. This counseling time will also include discussion of the plans for the wedding ceremony. Arrangements for a counseling time should be made through the Wedding Coordinator.

#### CUSTODIAL SERVICES PROVIDED:

1. Removal of the pulpit furniture in the Sanctuary and having the area ready for decorating.

2. Having the church clean and ready for both the rehearsal and the wedding ceremony. The areas available for use include the Sanctuary, Fellowship Hall, restrooms and designated dressing areas. For the bride and attendants, the dressing room is a classroom in the Education Building. For the Groom and

groomsmen the dressing room is the room behind the organ in the Sanctuary.

3. Cleaning and restoring facility to readiness for church worship and educational use, which would include replacing pulpit furniture.

4. Custodian services Do Not Include dishwashing, handling food or beverages, or returning chairs and tables to their original position or location. The wedding party is responsible for those things.

#### MUSIC:

All music to be used in any of the wedding events shall be in keeping with the sacred character and appropriate dignity of the wedding ceremony and the place of worship in which the ceremony is being held. All music selections shall be submitted to the wedding coordinator for consideration.

#### RETURN OF THE APPLICATION FORM:

Detach the Wedding Application sheet from the Wedding Policy. Keep the Wedding Policy to refer to should any questions arise. Complete and sign the Wedding Application sheet and return it to the church office with fees as soon as possible. Until the completed Wedding Application sheet and deposit are received in the church office, the date is not on the church calendar and the church facilities are not reserved for the wedding. All fees must be paid in full 30 days before the wedding.

#### General Information:

The Church Sanctuary is a place of worship and will be treated as such at all times. The entire church facility is intended to be used as the "House of God." Those using any part of the church should conduct themselves in such a way that would be both pleasing and honoring to God.

Therefore, the following admonitions are given:

1. The Wedding Coordinator or other church member must be present at all times when any part of the facility is being used.

2. No alcoholic beverages may be used on any church property.

3. No smoking will be permitted anywhere inside the buildings.

4. No rice may be thrown inside or outside the building. Birdseed is permitted, but it is to be used OUTSIDE ONLY.

5. If candles are used, the floor and furniture should be properly protected from dripping wax. Dripleless candles should be used when at all possible.

6. NO FURNITURE OR FIXTURES SHOULD BE MOVED without permission. If permission is granted, the item(s) moved MUST be returned to the position in which it was found. The modest rail in front of the choir loft is not to be moved.

7. Special effort should be made to communicate with the Wedding Coordinator regarding exact times the facility will be needed so that the building will be unlocked and prepared for use.

8. The sound equipment is to be used by authorized persons ONLY. Arrangements are to be made through the Wedding Coordinator if the sound system is needed.

9. Food and Drink are permitted in the kitchen and dining areas in the Fellowship Hall and Family Life Center ONLY.

10. No nails or tacks, or any tape that could in any way damage the finish of the wood should be used to hold up or hold down any item.