

Bethany Baptist Church
Cochran, Georgia

**Guidelines & Instructions for General Use – Weddings,
Receptions, etc.**

INTRODUCTION

One of the many functions of our church is to provide a place where a Christian marriage ceremony can be performed for members or non-members of our church. The use of the church facilities for weddings, receptions, etc., is reserved primarily for families of church members (the church member, mother, father, brother, sister and church member's children). Should the occasion arise where a request for the church facilities is made by a non-member, each request will be dealt with on an individual basis. *If the future bride and groom have been living in the same household as a couple or plan to do so before the wedding date, the couple will not be eligible to use church facilities.*

These policies are designed to establish a uniform and regular practice with regard to weddings in Bethany Baptist church, and to make known the accepted policies of the church. Please read these policies carefully. Your wedding, etc., is very important to us at Bethany, and it is the desire of the church that these policies will aid in making your "event" a memorable and happy occasion.

THE DATE AND ARRANGEMENTS

Request for reservations on the church calendar should be made to the church office at the earliest possible time. *Where the bride, groom or their parents are not members of Bethany – a reservation can only be made four months in advance.* Weddings must be scheduled so that they will not conflict with church activities. There will be no weddings and/or receptions held on *Sunday*. All arrangements must be made with the pastor or church secretary.

OFFICIANT

Engagement of the minister to preside over the ceremony must be made with him. *Counseling sessions are required prior to the wedding.* If anyone other than a staff minister of the church is to preside, the pastor must be consulted. The pastor is authorized to approve or disapprove officiates.

MUSIC

The real reason for a church wedding is the fact that marriage is an ordinance of God and its solemnization at the altar is a placing of the marriage relationship under the blessing and commandment of God. A church wedding should be a sacred event and *worshipful* music is to be used. Should secular music be used, it must be approved by the church pastor and/or minister of music.

The dignity of the sanctuary and the deep significance of the service are basic considerations for planning the wedding music. Whether the mood be lofty and serious or joyful and festive, all should be done with the underlying thought of glorifying God. The bride and groom who want to be married in the church should agree that a marriage is sacred, and therefore, all phases of the ceremony should be sacred.

FACILITIES

The sanctuary and fellowship hall are available for weddings. The fellowship hall is available for receptions. The church sanctuary is setting for a *sacred* service which is dignified and beautiful. It is the responsibility of the bride's family to arrange with a florist for decorations. *Much care must be taken to protect all church property.* The following must be observed and should be called to the attention of the florist or person responsible for the decorations:

- A. No nails, tacks, staples or tape may be used to attach decorations to the walls, woodwork, furniture or floors.
- B. Only dripless, mechanical candles can be used in the sanctuary and plastic sheets are to be placed under all free-standing candelabras to protect the carpet. Please inform your florist well in advance.
- C. The using party will be liable for all damage incurred during the use of the facility.
- D. Dressing areas and "portrait settings" after the event must be cleaned and arranged as found.
- E. If decorations are placed on the organ or the piano, a protective covering should be used.
- F. *Florists* and/or decorators are responsible for their general clean-up from the wedding ceremony and reception.
- G. *Caterers* are responsible for their general clean-up from the reception. No expendable supplies are to be used from the church kitchen. If kitchen towels are to be used, the caterer is responsible for laundering and returning them to the kitchen.
- H. It will be the responsibility of the wedding party for setting up the sanctuary and fellowship hall according to the instructions of the church hostess using the church diagram.

MISCELLANEOUS

The following additional rules must be observed and should be called to the attention of the members of the wedding party, friends and other affected parties:

- A. No alcoholic beverages of any kind may be served or consumed on the church premises.
- B. No smoking is permitted in the church buildings.
- C. Rice is not allowed to be thrown in or around the church buildings. Rice creates not only a cleaning problem, but is also a safety hazard on floors, steps and walkways. Bird seed is acceptable outside the building, but should be swept from porches, steps and sidewalks.
- D. Only qualified members of the Bethany sound committee may operate the sound equipment.

FEES

The fees are intended to include utilities and maintenance costs to the church and must be included when the "Wedding Information" form is submitted. *Reservations for the use of the church cannot be put on the church calendar until these fees are paid.* Fees for the musicians, soloist and audio technicians will be negotiated between the bride and the individuals involved.

Facilities Reservation Request Form

Sanctuary/Fellowship Hall (<i>church members/families</i>)	Sanctuary – no charge Fellowship Hall \$75
<i>Non-Member</i> Sanctuary/Fellowship Hall	\$300 (Sanctuary Only \$150) (Fellowship Hall \$150)
Hostess	\$50
Audio Technician	\$50

A deposit of 1/2 of the fee is due upon reservation, and the balance is due 30 days prior to the wedding.

Activity _____ **Date** _____ **Hour** _____

Person Responsible for Activity _____ **Phone #** _____

I have read and understand the policies of the church conserving weddings and/or other usage and agree to abide by these policies.

Signed: _____ **Date:** _____

Please make sure your wedding coordinator, hostess, florist, caterer and photographer have a copy of these policies.

**BETHANY BAPTIST CHURCH
GENERAL GUIDELINES FOR RENTAL OF FELLOWSHIP HALL**

1. No alcoholic beverages of any kind may be served or consumed on the church premises.
2. No smoking is permitted in the church buildings.
3. Only qualified members of the audio committee may operate the sound equipment.
4. No nails, tacks, staples or tape may be used to attach decorations to the walls, woodwork, furniture or floors.
5. No expendable supplies are to be used from the kitchen.
6. The using party will be responsible for the general clean-up.
7. The using parties will be responsible for vacuuming, mopping, and setting up for the church activities after your event under the supervision of the hostess.
8. There will be no lending of church property to individuals or groups other than local church members. A designated group of tables and chairs may be borrowed by members or other churches in the area.
9. A member of the Bethany Baptist Church Hostess Committee will serve as hostess for each group, ensuring that buildings are locked; lights and heating/air conditioning are set to appropriate temperature, etc.
10. *No baby showers, bridal showers, weddings or receptions will be held on Sunday.*
11. Any event or meeting taking place at Bethany Baptist Church (with the exception of church-wide activities or services) must be placed on the church calendar in the Church secretary's office. A completed "Facilities Reservation Request Form" must be turned in to the Church Secretary in order to place the event on the official church calendar.

In order to insure our church's status as a non-profit organization, we reserve the right to refuse to rent to political groups or for partisan political purposes.

Activity _____ **Date** _____ **Hour** _____

Person responsible for activity _____ **Phone #** _____

FEES:

Rental Fee (Payable to BBC) \$75.00

Hostess Fee (Payable to Individual) \$50.00

I have read and understand the policies of the church concerning rental of the facilities and agree to abide by these policies.

Signed: _____ **Dated:** _____