

**SAND RIDGE BAPTIST CHURCH**  
**WEDDING POLICY FOR MEMBERS**  
(Revised January 1, 2005)

**PERSONAL INFORMATION**

**NAME (bride)** \_\_\_\_\_  
**(groom)** \_\_\_\_\_

**NAME**

**PHONE (bride)** \_\_\_\_\_  
**(groom)** \_\_\_\_\_

**PHONE**

**ADDRESS (bride)** \_\_\_\_\_  
**(groom)** \_\_\_\_\_

**ADDRESS**

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**City** \_\_\_\_\_

**Are you a member of SRBC?** \_\_\_\_\_

**Are you a member of SRBC?** \_\_\_\_\_

**WEDDING INFORMATION**

**Rehearsal Date** \_\_\_\_\_

**Time** \_\_\_\_\_

**Wedding Date** \_\_\_\_\_

**Time** \_\_\_\_\_

**Florist** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Director** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Minister** \_\_\_\_\_

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

**Will the fellowship hall be used for (a) the reception?** \_\_\_\_\_ **Number expected for reception** \_\_\_\_\_

**Will the fellowship hall be used for the rehearsal dinner?** \_\_\_\_\_  
**Date/Time** \_\_\_\_\_

**Will the church organist be used for the wedding?** \_\_\_\_\_

**Will the church pianist be used for the wedding?** \_\_\_\_\_

**Will the church sound system be used for the wedding?** \_\_\_\_\_

## BUILDING AND PROPERTY INFORMATION

- Weddings may not be held during scheduled church events.
- Members of Sand Ridge Baptist Church have first priority in use of facilities and equipment.
- No food or drinks are allowed in any part of the building except the fellowship hall.
- Parties reserving the facilities for weddings by signing this document are assuming RESPONSIBILITY for actions of the wedding party and guests. By signing this document you are assuming financial liability for damage done to buildings, furniture and property of Sand Ridge Baptist Church. This includes damage to the carpet from candle wax. This further includes any damage resulting from the behavior of the wedding party or guests.
- Prospective Bride and Groom will confer with the Pastor, or in his absence, the Chairman of Deacons for the thorough review of this document.
- The second floor is completely off limits.
- Musical instruments may not be moved for any reason (piano, organ, etc.).
- No rice, bird seed, or other similar items is allowed inside any of the buildings.
- Smoking is absolutely prohibited inside any building at SRBC.
- Alcohol is absolutely prohibited on any property owned by SRBC.
- All wedding supplies/material must be removed from the building by 12:00 noon Saturday if the wedding is held on Friday night or 9:00 p.m. Saturday for a Saturday wedding.

## SOUND SYSTEM & MUSICIANS

- The sound system must be operated by a person approved by the church. Unless such person can be secured, the sound system cannot be used by the wedding party. It is not the responsibility of the church to provide a sound system operator for the wedding. Names of approved persons will be given upon request.
- If the church pianist or organist is used for the wedding, arrangements must be made personally with them to secure their services. The church is not responsible for providing musicians.
- The fees for the sound system operator and church musicians are listed below.

## CUSTODIAL SERVICE

- Weddings force our custodian to work overtime and to do additional work even during normal working hours.
- The custodian will open the building and regulate temperature for the rehearsal and wedding. The custodian will close the building after the wedding party leaves the rehearsal and wedding. The custodian will assist in arranging Sanctuary and Fellowship Hall. The custodian will inspect and/or clean the building after the wedding – see next section for greater detail.
- The fee for custodial service is listed below.

## COSTS & FEES

- A security deposit of \$100. This is refundable if all policies in this document are followed.
- There is no cost for the use of any of the building or the instruments and sound system if either the bride or groom is a member of the church.
- The Custodial fee is \$250. If the responsible party desires to clean the church themselves, \$150 of this fee may be refunded if the church is cleaned to the satisfaction of the custodian. After the conclusion of the event a person designated by the wedding party will meet with the custodian and walk through all facilities used during the event. Any damage to the facilities will be noted on a post-event evaluation form to be signed by the custodian and the designated party. Furthermore, should the wedding party choose the option of cleaning, the custodian will evaluate in the presence of the designee the degree to which the cleaning process is complete and point out any shortcomings that might jeopardize the \$150 refund. The designee will then have the opportunity to reconcile the situation or risk the refund forfeiture.
- The Sound system operator fee is \$75 (again, a list of approved individuals will be provided). The musician fee is \$50 for the church pianist and \$50 for the church organist – but they are under no standing obligation to serve. Should the wedding party desire to provide their own pianist then they are free to do so. Only an organist approved by the church organist or Music Director may use the sanctuary organ. Approved sound system operators and musicians may decline compensation in circumstances where they prefer to donate their services. Consequently, the wedding party should work out these arrangements and, if needed, pay these people directly.
- The security deposit is due upon return of this form to the Church Office. The wedding will not be scheduled without a security deposit. All remaining fees are due four (4) weeks prior to the wedding or the reservation is forfeited. Any wedding canceled at least four (4) weeks before the scheduled service will receive a full refund of the security deposit.

**ADDITIONAL INFORMATION**

Violation of any one of the policies outlined in this document will result in the forfeiture of the security deposit. The custodian will report any violation of these policies to the pastor and deacons of Sand Ridge Baptist Church who will make the final decision regarding forfeiture of the security deposit.

My signature on this document indicates that I am aware of all the policies, procedures, and fees listed above. It further indicates that I am assuming responsibility to see that the policies listed above are not violated. I also absolve Sand Ridge Baptist Church, Inc. of any liability resulting from the use of it's facilities for the wedding events listed above.

Signature of the Groom \_\_\_\_\_  
Date \_\_\_\_\_

Signature of the Bride \_\_\_\_\_  
Date \_\_\_\_\_

Weddings will not be scheduled until this form is returned to the church office and all fees are paid.

FEE WORKSHEET

Please check all fees that apply and sum to total:

_____ *Security Deposit - \$100	\$100
_____ Custodial Fee - \$250	_____
Total Cost -	_____

\*Less Security Fee due upon signed Policy Submission (-) \$100

Balance due four (4) weeks prior to wedding date = \_\_\_\_\_

\*The security deposit will be refunded one week after the wedding, unless forfeited for reasons outlined in the policy.