

SAND RIDGE BAPTIST CHURCH
WEDDING POLICY FOR NON-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 or on Saturdays or Sundays.
- 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 (please put a protective barrier under the candle holders). 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 10:00am Saturday if the wedding is held on Friday night.

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.
- 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 the building if either the bride or groom is a member of the church. If neither the bride nor groom are members of the church, the cost for the use of the specific areas of the church are as follows: Sanctuary = \$250, Welcome Center = \$50, New Fellowship Hall/Kitchen = \$150, Old Fellowship Hall = \$50, Nursery = \$50, Optional Brides &/or Grooms Room = \$25/ea.
- The Custodial fee is \$250. 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. The designee will then have the opportunity to reconcile the situation
- The Sound system operator fee is \$75 (again, a list of approved individuals will be provided). There is also a \$75 fee for use of the sound system. 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 only responsible for the piano usage fee of \$50. Only an organist approved by the church organist or Music Director may use the sanctuary organ. The fee for use of the organ is \$50. Approved sound system operators and musicians may decline compensation in circumstances where they prefer to donate their services. Consequently, the wedding party is to 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
_____ Sanctuary - \$250	_____
_____ Welcome Center - \$ 50	_____
_____ New Fellowship Hall/Kitchen - \$150	_____

_____ Old Fellowship Hall - \$ 50	_____
_____ Nursery - \$ 50	_____
_____ Brides &/Grooms Room - \$25/ea	_____
_____ Piano - \$50	_____
_____ Pianist - \$50 (Wedding party to pay the individual)	_____
_____ Organ - \$50	_____
_____ Organist - \$50 (Wedding party to pay the individual)	_____
_____ Sound System - \$75	_____
_____ Sound System Operator - \$75 (Wedding party to pay the individual)	_____
_____ 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.**