

Wedding Policy For West Hartsville Baptist Church

In order for the requirements for use of the Church property to be known, this policy is set forth.

- USE OF FACILITIES:** West Hartsville Baptist Church facilities are available for weddings of Church members and their children. Use of the facilities by non-church persons will be considered by the Pastor and/or Ministerial Staff. The Building & Grounds Committee shall be consulted by Church staff if there are any questions about the usage or extent of damage following an event and the charge to the damage deposit. In cases of damage exceeding the damage deposit, the Church reserves the right to obtain full compensation from the Responsible Party (see Wedding Request Form).
- REQUEST FOR USE:** Request for the use of any part of the church property should be made by the Responsible Party through the church office. It is expected that the request will be made far in advance so as not to conflict with daily scheduled meetings of the church. The date shall be cleared through the church Ministry Assistant and a request form must be filled out and signed by the Responsible Party at the time of reserving. **Absolutely no request will be taken by phone!**
- THE PASTOR'S POLICIES:** The Pastor desires that your wedding and your marriage be a happy one. He also has a responsibility to his own conscience before God and to abide by the truth of Scripture as he understands it. Therefore, the Pastor has his own personal policies for weddings which includes at least two pre-marital counseling sessions attended by the Pastor and the prospective couple only. All pre-counseling forms and paperwork must be completed before the first counseling session. A Christian wedding is for Christians who desire Christ to be at the center of their marriage union and their home. Weddings will be considered when there is the assurance that this is a union between a man and a woman who both wish to embrace the principles of a Christian marriage.
If at ANY point the Pastor determines that a wedding or other use of church property does not conform to WHBC requirements or norms, or is not legal, he may cancel the event, refunding any deposits.
NO illegal drugs or beverages containing alcohol may be brought on the premises. Smoking or vaping in the church building or grounds is prohibited. This includes the Fellowship Hall and the Kitchen.
- OTHER MINISTERS:** Should you desire another minister to perform your ceremony, or if the personal policies of the Pastor necessitate it, the minister chosen must be of like faith and practice with this Church and must be approved by the Pastor. All Church policies still apply even if another minister performs the ceremony.
- RESPONSIBILITY OF USER:** The applicant shall be responsible for the event and all details. This includes, but is not limited to: prompt payment of all fees; oversight of the wedding party to ensure compliance with the Pastor's and Church's policies; providing decorations; providing, preparing, serving, and clean-up of all food, including washing dishes and utensils. (All flatware and pots and pans have to be dried by hand!) The applicant must explicitly request any desired services by Church musicians or sound technicians. The wedding party shall supply all equipment not furnished by the church. (This includes ALL paper products.) At least one week's notice shall be given the custodian/ Church staff exactly what Church property needs to be moved where, or removed.
- CHURCH RESPONSIBILITY:** The Church will offer the availability of the following facilities/ equipment for the occasion: Sanctuary, Bridal Room, restrooms, kitchen with appliances, utensils, plates and silverware, Fellowship Hall with tables and chairs, and designated class rooms for preparation of the wedding party. The church will not furnish tablecloths.

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7. **DECORATIONS:** Decorators shall be informed that **NO** nails, tacks, glue or scotch tape shall be used on the walls, furniture, or pews. **Absolutely NO wax candles** are to be used; **NO EXCEPTIONS**. All potted plants used are to be covered and padded so they will not damage woodwork or carpet. Hymn books and church literature should not be used as padding. **No rice or birdseed** is to be thrown on the church property. Decorators shall be responsible for cleaning all decorations and debris from the church property involved and for repairing any other damage which might be done in the decoration process or which results from it. The decorators shall remove all decorations immediately following the use of the building(s).
8. **CHARGES FOR PROPERTY USE:** Everyone must pay a **\$500.00 refundable damage deposit**, which is required at the time of reserving the building. The deposit will be refunded if the church property, including grounds, is left in an orderly fashion. In addition to the \$500.00 refundable damage deposit, non-members will be charged \$1000.00 for building usage. A fee of \$75.00 will be charged for a representative of WHBC to open and lock the church property before and after the scheduled event.
9. **CUSTODIAL SERVICE:** Any occasion that is not a normal ministry event of the church is not considered part of the custodian's regular duties. A fee of \$100.00 will be charged for the custodian's service for rehearsal/wedding, and another \$100 if the church is used for the reception. A fee of \$50.00 will be charged for the custodian's service for any other events. These fees apply to members as well as non-members.
10. **MUSIC:** Music should be in keeping with the dignity of the church. If any church musical instrument is to be used by anyone other than the church instrumentalist, permission must first be obtained by the Worship Leader. There is a minimum fee of \$100 for the Church organist or pianist; an additional amount should be considered for instances where a greater than usual demand is placed on their services, such as playing at a reception or additional practice sessions. This fee applies to all wedding parties using the service.
11. **SOUND:** Only WHBC personnel are allowed to operate the Church's sound system. A fee of \$75.00 will be charged, to members and non-members, for the WHBC sound technician to operate the sound system. Questions should be directed to the Worship Leader of WHBC.

WEDDING REQUEST FORM

WHBC / 1003 W. Carolina Ave. / HSC 29550 / 843-332-6221

Date of Wedding & Time: _____

Responsible Party: _____ Home Phone: _____

Address: _____ Work Phone: _____

City, State, Zip: _____ Cell Phone: _____

E-Mail Address: _____

Bride's Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

City, State, Zip: _____ Cell Phone: _____

E-Mail Address: _____

Is the Bride a member of West Hartsville Baptist Church? _____ Yes _____ No

Are the Bride's parents members of West Hartsville Baptist Church? _____ Yes _____ No

Groom's Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

City, State, Zip: _____ Cell Phone: _____

E-Mail Address: _____

Is the Groom a member of West Hartsville Baptist Church? _____ Yes _____ No

Are the Groom's parents members of West Hartsville Baptist Church? _____ Yes _____ No

Is the Pastor of West Hartsville Baptist Church performing the ceremony? _____ Yes _____ No

If not, who will be performing the ceremony? _____

From which church? _____

(Note: It is the requesting party's responsibility to arrange this.)

It is the responsibility of the Bride and the wedding party to abide by the details in the Wedding Policy that accompanies this Wedding Request Form. The signature below confirms that this Policy has been read and that full responsibility has been assumed for the above use and any damage incurred.

Responsible Party

Approvals:

WHBC Ministry Assistant

WHBC Worship Leader

WHBC Pastor

Today's Date

Today's Date

Today's Date

Today's Date

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Organist: _____ Phone No: _____

Pianist: _____ Phone No: _____

Musician/ Vocalist: _____ Phone No: _____

Musician/ Vocalist: _____ Phone No: _____

Sound System Operator: _____ Phone No: _____

Florist: _____ Phone No: _____

If the date is available, do you want to leave the altar flowers for Sunday morning worship? _____

Caterer: _____ Phone No: _____

Photographer: _____ Phone No: _____

Wedding Director: _____ Phone No: _____

The Sanctuary will be needed for?

Rehearsal _____ Yes _____ No Date & Time: _____

Wedding _____ Yes _____ No Date & Time: _____

The Fellowship Hall will be needed for?

Rehearsal Dinner _____ Yes _____ No Date & Time: _____

Wedding Reception _____ Yes _____ No Date & Time: _____

| Wedding Fees | | |
|---|----------------|---------------|
| <i>Description</i> | <i>Nominal</i> | <i>Actual</i> |
| Building Usage (not applicable to WHBC members) | \$ 1,000 | |
| Damage Deposit (all pay; refundable per property condition) | 500 | |
| Open/ Close Church Building (all pay) | 75 | |
| Custodian (all pay, double if reception is on-site) | 100/ 200 | |
| Pastor Honorarium (suggested) | 200 | |
| Church Organist/ Pianist/ musician (minimum each, if used) | 100 | |
| Church sound technician (if used) | 75 | |
| Total | - - - | |

Make checks payable to: WHBC or West Hartsville Baptist Church

Office Notes: