

WEST HARTSVILLE BAPTIST CHURCH
843-332-6221

POLICY ON USE OF CHURCH PROPERTY & WEDDINGS

In order for you to know the policy of the church concerning the use of its property, we have set forth herein our policy.

1. **USE OF FACILITIES**

West Hartsville Baptist Church facilities are available for weddings of active church participants. Exceptions will be considered by the Pastor and/or Ministerial Staff. Use of the church facilities 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. A Christian wedding is for Christians who desire Christ to be at the center of their marriage union and their home.

2. **REQUEST FOR USE:** Request for the use of any part of the church property should be made by the responsible person(s) 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 may be cleared through the church Ministry Assistant and a request form must be filled out and signed by the responsible person(s) at the time of reserving. **ABSOLUTELY NO REQUEST WILL BE TAKEN BY PHONE!**

3. **CHARGES FOR PROPERTY USE:** Members of our church and their children will be afforded the use of the church facilities for weddings, rehearsals, receptions, showers, and etc. without a charge. Non-members must pay a **\$500.00 refundable deposit**, 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 deposit, non-members will be charged \$1000.00 for building usage.

4. **CUSTODIAL SERVICE:** Any occasion that is not considered 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 weddings, receptions or rehearsals. A fee of \$50.00 will be charged for the custodian's service for showers, etc. This fee applies to members as well as non-members.

5. **MUSIC:** Music that is used should be in keeping with the dignity of the church. The church organ or piano may be used only after consultation with the Minister of Worship or the church organist.

6. **SOUND:** Only WHBC personnel are allowed to operate the 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 Minister of Music of WHBC.

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 will 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 will remove all decorations immediately following the use of the building(s).

8. **RESPONSIBILITY OF USER:** The applicant or caterer shall be responsible for the occasion and all details: Food and its serving and handling, help for serving, washing dishes and utensils. (All flatware and pots and pans have to be dried by hand!) **NO** beverages containing alcohol may be brought on the premises. Smoking in the church building is prohibited. This includes the Fellowship Hall and the Kitchen. The person in charge shall supply all equipment not furnished by the church. (This includes ALL paper products.)

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9. **CHURCH RESPONSIBILITY:** The church will furnish the following equipment for the occasion: Fellowship Hall, Dining Room, Dining Room Tables, Dining Room chairs and tables. The church will not furnish tablecloths. The church kitchen may be used as a place from which food and beverages may be served. 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. **The person in charge should check with the custodian well in advance of the event to let him know what they want to use and how to place it!**
10. **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.
11. **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 polices still apply even if another minister performs the ceremony.

ALL CHECKS ARE TO BE MADE TO WEST HARTSVILLE BAPTIST CHURCH. THE PROPERTIES COMMITTEE WILL HAVE GENERAL RESPONSIBILITY IN DETERMINING BUILDING USAGE.

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WEDDING INFORMATION SHEET

Date of Wedding & Time: _____

Contact Person After Wedding: _____ 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.)

Organist: _____ Phone No: _____
Pianist: _____ 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? _____

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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: _____

It is the responsibility of the Bride (or her representative) to return the church and its facilities to their original condition, including, but not limited to: removing and returning furniture to its place.

I have read and assume full responsibility for the above use and will pay for any damage incurred.

_____ Responsible Party

_____ Today's Date

_____ WHBC Pastor

_____ Today's Date

_____ WHBC Ministry Assistant

_____ Today's Date

_____ WHBC Minister of Worship or Organist

_____ Today's Date

WHBC Fees:	
Building Usage	\$1,000.00
Refundable Deposit	\$ 500.00
WHBC Pastor	\$ 200.00
Custodian	\$ 100.00
Sound Tech	\$ 100.00
Opening/Closing of the Church	\$ 75.00
	\$2,050.00
<i>Deposit will be refunded after the wedding & premises is in good condition.</i>	
Make checks payable to: WHBC or West Hartsville Baptist Church	

Office Notes: