

First Baptist Church

Jacksonville, Alabama

Dear Bride and Groom,

Congratulations on your engagement and your upcoming marriage! The next few weeks/months will be a special time in your lives and your relationship and we are excited that you have chosen First Baptist to be a part of this wonderful celebration. Your decision to be married in our church demonstrates your desire for a lifelong commitment to a Christian marriage. There will be many details to attend to as you prepare for your wedding. Our ministers and staff want to guide and assist you in organizing and orchestrating your wedding day.

I have put together the following packet of information explaining our wedding policies, required deposits, and other expenses. You will need to fill out your wedding registration forms and bring them to your appointment with me. These forms will provide me with specific information that will ensure that First Baptist EaglePoint has fulfilled our obligations to you. Also, you will need to bring your Security/Damage Deposit of \$200.00 anytime during Church office hours. Paying this deposit will officially put your wedding date on our church calendar.

I look forward to working with both of you and your families. My mission is to help your wedding day at First Baptist/EaglePoint go as smoothly as possible. Please contact me with any questions or concerns you might have about your wedding at First Baptist or EaglePoint, Jacksonville.

Sincerely,

Robin Crosby
Wedding Contact Person

Dr. Derek Staples
Pastor

Rev. Jerry Medlin
Minister to Children &
Families

Jay Monroe
Minister to Students

Zack Casey
College Minister

Rev. Andy Bumpus
Minister of Music

Mrs. Angie Casey
Director of Preschool
Ministries

*Mr. Bob Crossley & Mrs.
Eloise Crossley*
Directors of Senior
Adult Ministry

Donnie Machen
Small Groups Minister

230 7th Street NE ★ PO Box 400 ★ Jacksonville, Alabama 36265
(256) 435-7263 ★ Fax: (256) 435-7296 ★ rcrosby@fbcjville.org

**FIRST BAPTIST CHURCH
JACKSONVILLE, ALABAMA
WEDDING POLICY STATEMENT**

Please read, in its entirety, the attached wedding policies and procedures for First Baptist Church, Jacksonville. Return the entire signed copy of the policies to the First Baptist Wedding Contact Person.

Your wedding is not confirmed until a copy of the wedding policies is signed and returned to the Wedding Contact Person along with your Security/Damage Deposit.

It is your responsibility to see to it that your caterer, florist, and photographer have been advised of and are familiar with the policies and have received a copy of the appropriate portion.

I have read and agree to adhere to the wedding policies of First Baptist Church, Jacksonville. Failure to adhere to these policies may result in partial or total forfeiture of my deposit.

Signature _____ Date _____

*Wedding Policies of
First Baptist Church
Jacksonville, Alabama*

WEDDINGS AT FIRST BAPTIST JACKSONVILLE

The wedding ceremony is one of the most sacred moments in the life of any couple. It is a ceremony in which two people ask the blessings of God upon them as they begin their lives together.

It is the desire of the staff, as well as the church family, of First Baptist to make every wedding a beautiful and worshipful event. To that end, we extend each wedding party every possible courtesy.

The following procedures have been thoughtfully adopted to assist in the planning of weddings which are to take place in our facilities. In accepting the use of the facilities of the church, rules regarding their use are also accepted.

PRE-MARITAL COUNSELING

_____ (Please Initial)

First Baptist Church of Jacksonville requires each couple being married in its facilities to participate in a series of pre-marital counseling sessions. **These sessions should be completed two (2) months prior to the wedding.**

** If counseling is done by someone other than a minister of First Baptist Church, Jacksonville, that person should submit a letter to the FBC Wedding Contact Person acknowledging that counseling has been performed and stating the name of the course that is used. A second letter should be sent to acknowledge if all sessions were kept and the date of completion.

Name of Counselor

USE OF FACILITIES

_____ (Please Initial)

Those wishing to use any part of the facilities of First Baptist will arrange for them through the Wedding Contact Person (*see attachment #3*). Priority in the use of the building shall be given to organizations and groups, which are an integral part of the program and activities of the church.

It is important that arrangements be made with the Wedding Contact person so that there will be no conflict between either the rehearsal or the wedding with other church activities. Church members may schedule church facilities at their earliest convenience and have precedent over non-members. Weddings will not be scheduled more than 6 months in advance.

As soon as you request the use of our facilities for your wedding, and have obtained approval of your request from the Wedding Contact Person, we will **unofficially** place your name on the church calendar. All requests for use of the facilities of First Baptist will be brought before the staff meeting of the church. **Dates on the calendar for weddings will not be confirmed until the staff grants approval, the Damage/Security Deposit is paid, and a signed copy of the wedding policy agreement is on file with the Wedding Contact.**

Saturday weddings may be scheduled no later than 7:00 p.m.

BUILDING SECURITY

_____ (Please Initial)

Because our building is covered by a security system, access to the building is controlled by a limited number of people. You must arrange your appointments with those assisting with your wedding (florists, caterers, etc.) during regular working hours unless otherwise arranged with the Wedding Contact Person. Please make sure you prearrange with the Wedding Contact Person the times you will need the building to be open for decorating, rehearsal, etc. and times the building can be locked.

MINISTERS

_____ (Please Initial)

“The bride is responsible for securing the minister for the ceremony and submitting his name to the staff for approval prior to the ceremony. Once the guest minister is approved by our church staff, his name and address should be provided to the Wedding Contact Person.”

MUSIC

_____ (Please Initial)

Music used at the wedding should be in keeping with the sacredness and dignity of the wedding service. The bride is responsible for making an appointment with our Minister of Music so he can assist you with all your musical needs (sound equipment, microphone needs, etc.) and approve your music selections. If the church organist is to be used for the wedding, she should be contacted directly and at the earliest possible time. (The church organist is Ms. Sharon Padgett). Qualified organists from outside the church are welcome. Names of other instrumentalists or soloists may be obtained from the Wedding Contact Person. **Practice times for instrumentalists and soloists must be cleared through the Wedding Contact Person at least three (3) days in advance.**

SOUND AND LIGHTING

_____ (Please Initial)

\$50.00

While no sound amplification is available in the Upper Room, sound amplification is necessary for use of the Sanctuary. Only a qualified member of First Baptist will be permitted to operate the sound equipment. It is the responsibility of the bride to contact one of the people listed below and book them for the wedding. The fee for this service is \$50.00. Please drop your CASH payment by the Wedding Contact Person’s Office no later than 10 days prior to the wedding date.

- Chris Casey 435-2523
- Chuck Tomlinson 435-9090
- Matt Wilson 435-0802
- Bob Crossley 435-4991
- Tim Royster 435-1237

CHILD CARE

_____ (Please Initial)

\$40.00

The Preschool Ministry of First Baptist will be happy to provide child care for your wedding. The

following policies are provided to help you as you plan.

1. Contact the Director of Preschool Ministries, Mrs. Angie Casey, at least one month prior to the wedding date if child care is needed for the rehearsal and/or ceremony.
2. Child care can be provided for children ages birth - 4 years of age. Please inform your guests of the age limit.
3. The preschool facilities are available ONLY when under the supervision of personnel authorized by First Baptist. You will not be allowed to use our preschool facilities unless we provide the workers.
4. For safety reasons, at least two workers are required to provide child care. If you anticipate more than 10 children, additional workers will be needed.
5. There will be a minimum charge of \$20 per worker. This amount is for a two hour time period. If you need child care for a longer period of time, there will be an additional charge of \$5 an hour per worker.
6. Payment for all child care services is to be made prior to the wedding date. Please pay in cash so the money may be distributed to workers as services are rendered.

RECEPTIONS

_____ (Please Initial)

The Fellowship Hall and the Upper Room are available for receptions following the wedding ceremony. The Fellowship Hall is a very large room that lends itself to both large and small groups. This area has direct access to a large commercial kitchen which may also be reserved for catering. The Upper Room is a smaller space, but is very versatile; it may be used as one large area or as two or three smaller areas and has access to a small, non-commercial kitchen. **Reservations for the use of these areas MUST be made at the time the wedding is placed on the church calendar. Also, the proper request form should be completed and returned to the church** (see attachment #3).

There shall be no receptions at First Baptist, Jacksonville when the wedding is held at a place other than First Baptist, Jacksonville.

Below are some specific guidelines for receptions held in the church.

1. If the reception is held at First Baptist, Jacksonville, it must end within two (2) hours after the beginning. **Our Custodial Staff will begin their cleaning procedures after this two-hour limit.** If the reception is not held at First Baptist, Jacksonville, all decorations, clothing and other miscellaneous items shall be removed from the building within two (2) hours after the ceremony.
2. **NO** alcoholic beverages may be consumed or served on the church premises before, during, or after the reception.
3. In order to maintain a sacred and honorable atmosphere, the First Family supports a **no dancing** policy.
4. The use of red punch is prohibited in the Upper Room due to the possibility of staining the carpet.

DECORATIONS

_____ (Please Initial)

Our church has a variety of decorating equipment that can be used for the rehearsal dinner, wedding ceremony, or reception. Please see attachment #5 for a list of available equipment.

Care must be taken to protect the church property against damage. The following regulations must be observed.

1. Absolutely, no nails, tacks, staples, or tape may be used to attach decorations or equipment to the walls, woodwork, furniture, or floors. This should be communicated explicitly with your florist, caterer, and decorator.
2. Candles and open flames are of great concern. For this reason, only tube-type candles (with wax inserts) with protectors are permitted. These candles can be purchased from First Baptist for \$0.50 each. Chairs and other furniture are to be removed from the pulpit area where candles are to be used. In case of damage from the candle wax or floral decorations, the person requesting the use of the facilities will be responsible.
3. Plastic sheeting should be placed under each pot containing a watered plant.
4. Hymnals, pew Bibles, envelopes, or pencils may NOT be removed the Sanctuary.
5. All decorations must be removed following the ceremony unless prior arrangements have been made with the Wedding Contact Person. If you would like to leave flowers in the church for the Sunday services, please inform your florist and indicate this on the reservation form to be returned to the Wedding Contact Person (see attachment #2).
6. After the church has been decorated for the Christmas season, wedding decorations must include the existing decorations. None of these existing decorations may be removed or altered in any way.
7. Use or removal of church furniture and/or decorative items, including floral arrangements in the Sanctuary, Fellowship Hall, and Upper Room shall be arranged with the Wedding Contact Person. Any furniture and/or decorative items brought into the church must be approved by the Wedding Contact Person.
8. If there are NO prior scheduled activities/events, wedding preparations may begin during regular office hours no more than 2 days before the wedding.

FEES

_____ (Please Initial)

As you plan, please understand that your wedding will be more important to you and your families than to most who will participate. People involved in your wedding should be financially compensated for their services to you. Everyone will spend *time* and *energy* preparing for your wedding. As you budget for your big day, please consider the amount of time invested with you and the value of the time from all who have helped.

Often we are asked, "How much should I pay . . . ?" Your director, caterer, florist, and photographer have costs involved in their service to you. The same is true of the minister, vocalist(s), instrumentalist(s), etc. Their service to you is not considered a required ministry of the church. Therefore, they should be financially compensated for their time. We provide these *suggested* guidelines for your consideration and planning. However, you are not limited to these amounts.

Minister	\$100
Instrumentalist(s)	\$ 75
Vocalist(s)	\$ 60

Additional to these expenses are some required expenses (see attachment #4).

WEDDING PICTURES

_____ (Please Initial)

The name of the photographer(s) should be made known to the Wedding Contact Person at least two (2) weeks prior to the wedding.

Pictures may be made with certain limitations:

Pictures may be taken prior to the wedding.

1. No flash pictures may be made during the actual ceremony. It will be the responsibility of the bride and groom to advise the photographer of this limitation.
2. A picture may be made of the bride as she enters the vestibule, if desired, and pictures are permissible as the bride and groom leave the church. Photographers may take time exposures only from the balcony once the ceremony has begun.
3. The wedding party may assemble again in the Sanctuary after the wedding is over for further pictures. Pictures may be taken prior to the wedding.
4. Pastors from First Baptist, Jacksonville will be available for pictures after the ceremony.

CEREMONY VIDEOS

_____ (Please Initial)

Marriage is a special and wonderful time in the lives of two people. Often, couples want to capture this event on video to save the memories of this special day. However, First Baptist, Jacksonville does not rent or provide video equipment.

Ceremony videos may be made with the following limitations:

1. Video taping may only be done from the balcony during the wedding ceremony.
2. If you choose to use a professional service for your wedding video, the name of the videographer should be made known to the Wedding Contact Person at least two (2) weeks prior to the wedding.

MISCELLANEOUS

_____ (Please Initial)

The following additional rules must be observed. It is the obligation of the bride and groom to make certain that all rules are made known to the members of the wedding party, relatives, friends, etc.

1. **No alcoholic beverages** of any kind may be served or consumed on the church premises. Drinking alcoholic beverages in the church will not be tolerated. No guest under the influence of alcohol will be welcomed.
2. **No smoking** is permitted in any of the church facilities. We also discourage smoking on the grounds.
3. In order to maintain a sacred and honorable atmosphere, the First Family supports a **no dancing** policy.
4. **No rice or confetti** is permitted on the church premises. Bird seed may be used only outside the buildings. Rice creates not only a cleaning problem, but it is also a safety hazard. If you wish to use any other materials, you will need to discuss it with the Wedding Contact Person.
5. When you reserve the Sanctuary, Upper Room, or Fellowship Hall for wedding use, we ask that an effort be made on the part of the wedding party to confine the activities to these specific areas as much as possible. It is requested that you please keep your guests out of the other areas of the church inasmuch as these areas are ready for Sunday School and other church related functions on Sunday.
6. Food will only be allowed in the Fellowship Hall or Upper Room. Please do not allow guests to take food or drinks from these areas.
7. There are many activities going on at our church and we try to avoid conflicts. If you need to change the time of your wedding or rehearsal, please check with the Wedding Contact Person to be sure it does not conflict with another activity.
8. Any breakage or damages of any kind shall be replaced at replacement price.
9. The cleaning of the kitchen(s) and dishes will be the responsibility of the wedding party or caterer.
10. Attached to these policies are forms for your florist, caterer, and photographer. Be sure to read these instruction sheets and then give a copy to the appropriate individual. **THIS IS MOST IMPORTANT.**

CLEAN-UP

_____ (Please Initial)

After preparing for the wedding and after the actual wedding itself, the building must be cleaned and organized for Sunday worship and activities. This cleaning and straightening can ONLY be done by the First Baptist Custodial Staff. Because the staff will have to work overtime hours to clean and prepare for Sunday, there will be a charge for their services.

Our Custodial Staff will be responsible for the following items after the wedding:

- ◆ Vacuuming the Sanctuary and replacing any furniture and equipment
- ◆ Sweeping and mopping the Fellowship Hall
- ◆ Vacuuming the Upper Room and replacing any furniture and equipment
- ◆ Returning any of the First Baptist equipment to where it belongs

The following are cleaning responsibilities of the caterer, florist, wedding party and/or their families:

- ◆ Clearing away any decorations in the Sanctuary and any equipment not belonging to First Baptist
- ◆ Clearing away any decorations, presents, and equipment in the Fellowship Hall not belonging to First Baptist
- ◆ Cleaning the kitchen(s), including mopping the floors, cleaning the counter tops and stove tops, washing, drying, and putting away of any dishes, silver, or crystal
- ◆ It is the responsibility of a representative from the wedding party to let our Custodial Staff know what is to be saved and where it should be placed after the wedding.

DAMAGES

_____ (Please Initial)

Breakage or damages of any kind shall be replaced at our replacement price. All damages should be reported to our Custodial Staff or the Wedding Contact Person promptly by the person or family who secured the use of the facilities. Charges for any breakage or damages will be deducted from the security/damage deposit.

FIRST BAPTIST CHURCH
P.O. BOX 400
JACKSONVILLE, AL 36265
PHONE: (256) 435-7263 FAX: (256) 435-7296

NOTE TO CATERER

_____ (Please Initial)

The caterers who have been employed in the past for rehearsal dinners and receptions are usually cooperative in every way. Occasionally, however, there have been times when we have had difficulty because of failure on the part of the caterer to understand what is expected of them by the church. Therefore, we take this opportunity to advise you of the following:

1. All caterers using any facilities in the church will be expected to leave the kitchen, rehearsal dinner, and reception areas in a presentable condition, and to see that the doors and equipment are not mistreated in any way. If any damage occurs, it is to be paid for by the caterer. Our Custodial Staff will be responsible for cleaning and setting up for church on Sunday immediately following a reception, and any delay on your part in finishing up will hamper their work.
2. It is your responsibility to advise the person who secured your services of the time when equipment, supplies, decorations, etc. for a rehearsal dinner or reception are to be brought in to the reception area and set up. They, in turn, will coordinate the time with the Wedding Contact Person when the buildings need to be opened on the day of rehearsal and the wedding.
3. If you will be using our kitchen facility(ies), you must meet with the First Baptist, Jacksonville Staff Liaison for this area. It is your responsibility to call the Wedding Contact Person to schedule this appointment.
4. Please do NOT mix your silverware, crystal, etc. with ours. Either all of ours or all of yours should be used.
5. A checkout list will be used for all items borrowed from First Baptist, Jacksonville. These items will be checked back in and it is at this time that any breakage will be noted. Please make sure that none of the First Baptist china, silver, crystal, or kitchen equipment is carried off by mistake. The caterer must remove their equipment, decorations, gifts, and any other items that might hinder the cleaning of facilities or the replacement of tables, chairs, etc.
6. The caterer is responsible (not the Custodial Staff) for cleaning the kitchen, sweeping and mopping the floor, washing of dishes, crystal, etc. that belongs to First Baptist, Jacksonville. All counter tops (and stove tops if used) must be wiped clean and all food items removed unless other arrangements have been made with the Wedding Contact Person.

Please see the attached rules and procedures for clean up.

THE FOLLOWING FIRST BAPTIST CHURCH RULES MUST BE OBSERVED:

- A. The wedding party and the caterer must be aware of the time involved for clean up after the wedding and reception. Therefore, receptions must end within two (2) hours after the beginning. **Our Custodial Staff will begin their cleaning procedures after this two-hour limit.**
- B. **No alcoholic beverages** of any kind may be served or consumed on the church premises. Drinking alcoholic beverages in the church will not be tolerated. No guest under the influence of alcohol will be welcomed.
- C. **No smoking** is permitted in any of the church facilities. Smoking on the grounds is also discouraged.
- D. **No rice or confetti** is permitted on the church premises. Bird seed may be used only outside the buildings. Rice creates not only a cleaning problem, but it is also a safety hazard.
- E. The use of red punch is prohibited in the Upper Room due to the possibility of staining the carpet.

THE FOLLOWING ARE CLEAN UP PROCEDURES FOR FIRST BAPTIST, JACKSONVILLE:

After preparing for the wedding and after the actual wedding itself, the building must be cleaned and organized for Sunday worship and activities. This cleaning and straightening can ONLY be done by the First Baptist Custodial Staff. Because the staff will have to work overtime hours to clean and prepare for Sunday, there will be a charge for their services.

Our Custodial Staff will be responsible for the following items after the wedding:

- ◆ Vacuuming the Sanctuary and replacing any furniture and equipment
- ◆ Sweeping and mopping the Fellowship Hall
- ◆ Vacuuming the Upper Room and replacing any furniture and equipment
- ◆ Returning any of the First Baptist equipment to where it belongs

The following are cleaning responsibilities of the caterer, florist, wedding party and/or their families:

- ◆ Clearing away any decorations in the *Sanctuary* and any equipment not belonging to First Baptist, Jacksonville
- ◆ Clearing away any decorations, presents, and equipment in the *Fellowship Hall* not belonging to First Baptist, Jacksonville
- ◆ Cleaning the kitchen(s), including mopping the floors, cleaning the counter tops and stove tops, washing, drying, and putting away of any dishes, silver, or crystal
- ◆ It is the responsibility of a representative from the wedding party to let our Custodial Staff know what is to be saved and where it should be placed after the wedding.

THE CATERER WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO THE

FIRST BAPTIST CHURCH
P.O. BOX 400
JACKSONVILLE, AL 36265
PHONE: (256) 435-7263 FAX: (256) 435-7296

NOTE TO FLORISTS

_____ (Please Initial)

The florists who have been employed in the past to decorate the church have usually been cooperative in every way. Occasionally, however, there have been times when we have had difficulty because of failure on the part of the florist to understand what is expected of them by the church. Therefore, we take this opportunity to advise you of the following:

1. Florists decorating any room of the church will be expected to leave the room in the same order in which they found it before decorating began. **Flowers, ferns, etc. should be removed from the building within two (2) hours following the wedding.** Any delay on your part in getting them out of the building will hamper the work of the Custodial Staff in cleaning up and preparing the building for worship services.
2. It is your responsibility to advise the person who secured your services of the time when decorations are to be brought to the church. They, in turn, will coordinate the time with the caterer and advise the Wedding Contact Person when the buildings need to be opened on the day of the rehearsal and wedding. This will help us in scheduling the custodian's hours. Regular church office hours are Monday—Friday 8:00 a.m.—4:30 p.m.
3. **NO** nails, tacks, staples, cellophane tape, or other materials that may damage or leave a residue on the woodwork, walls, furniture, or flooring can be used.
4. If the bridal party has notified the church that they will be leaving a flower arrangement for our worship services, please show the Wedding Contact Person or Custodial Staff which arrangement is to be left in the Sanctuary.

WEDDING RESERVATION
First Baptist Church
P.O. Box 400 Jacksonville, AL 36265
(256) 435-7263 Fax: (256) 435-7296

PLEASE READ CAREFULLY THE WEDDING POLICIES BEFORE COMPLETING THIS FORM:
Please complete, sign, and return this form to the Wedding Contact Person at the time of your first appointment.

BRIDE: _____ **Work Phone:** _____
Address: _____ **Home Phone:** _____
City: _____ **State:** _____ **Zip:** _____

BRIDE'S PARENTS: _____
Address: _____ **Home Phone:** _____
City: _____ **State:** _____ **Zip:** _____

GROOM: _____ **Work Phone:** _____
Address: _____ **Home Phone:** _____
City: _____ **State:** _____ **Zip:** _____

GROOM'S PARENTS: _____
Address: _____ **Home Phone:** _____
City: _____ **State:** _____ **Zip:** _____

Rehearsal Day/Date: _____ **Time:** _____

Rehearsal Location: Sanctuary Upper Room Fellowship Hall

Rehearsal Dinner at First Baptist Jacksonville: YES NO **Time:** _____

Rehearsal Dinner Location: Upper Room Fellowship Hall

Caterer: _____ **Phone:** _____

Set-up Day/Date: _____ **Time:** _____

Wedding Day/Date: _____ **Time:** _____

Wedding Location: Sanctuary Upper Room Fellowship Hall

Wedding Director: _____ **Phone:** _____

Set-up Day/Date: _____ **Time:** _____

Officiating Minister: _____

NOTE: If a minister other than or in addition to a member of First Baptist Jacksonville Ministerial Staff is used, please complete the following:

Church Name: _____

Address: _____ **Phone:** _____

Florist: _____ **Phone:** _____

Set-up Day/Date: _____

Delivery Time Day of Wedding: _____

Photographer: _____ **Phone:** _____

Videographer: _____ **Phone:** _____

Instrumentalist(s): _____ **Phone:** _____

_____ **Phone:** _____

_____ **Phone:** _____

Soloist(s): _____ **Phone:** _____

_____ **Phone:** _____

Sound & Lighting _____ **Phone:** _____

Reception at First Baptist Jacksonville: YES NO

Reception Location: Sanctuary Upper Room Fellowship Hall

Caterer: _____ **Phone:** _____

Set-up Day/Date: _____ **Time:** _____

It is the responsibility of the florist and caterer to contact the Wedding Contact Person to discuss arrangements for the wedding, reception, etc.

I agree to be responsible for any damages that might be incurred to the furniture and/or building during the time I am permitted to use the facilities of First Baptist Church, Jacksonville. If have read the policies and agree to abide by the policies and will make every effort to insure that my guests will do likewise.

Signature: _____ **Date:** _____

WOULD YOU LIKE YOUR WEDDING FLOWERS LEFT FOR CHURCH SERVICES ON SUNDAY?

YES _____ **NO** _____

If yes, a notice will be printed in the order of worship indicating that the flowers are from your wedding. We must have this information when your forms are completed in order to be certain that there are not other flowers scheduled for the church services. In the event memorial flowers are already scheduled for the Sanctuary, your flowers will be placed in the foyer of the church.

If you wish something different than the standard announcement, please indicate it below.

REQUEST FOR USE OF CHURCH FACILITIES

Please fill out a separate form for each activity and/or facility.

Name: _____

Address: _____

Work Phone: _____ **Home Phone:** _____

Requesting Use of : Sanctuary Fellowship Hall Upper Room

Date of Activity: _____

Requesting Use of Facility From _____ **am/pm To** _____ **am/pm**

Nature of Activity: _____

Approximate Number of People Involved: _____

If use of the facility is granted, I agree to assume full responsibility of the facility and its contents and further agree to see that the policies governing the use of the facility are observed fully.

Signature _____ Date _____

REQUEST FOR USE OF CHURCH FACILITIES

Please fill out a separate form for each activity and/or facility.

Name: _____

Address: _____

Work Phone: _____ **Home Phone:** _____

Requesting Use of : Sanctuary Fellowship Hall Upper Room

Date of Activity: _____

Requesting Use of Facility From _____ **am/pm To** _____ **am/pm**

Nature of Activity: _____

Approximate Number of People Involved: _____

If use of the facility is granted, I agree to assume full responsibility of the facility and its contents and further agree to see that the policies governing the use of the facility are observed fully.

Signature _____ Date _____

REQUEST FOR USE OF CHURCH FACILITIES

Please fill out a separate form for each activity and/or facility.

Name: _____

Address: _____

Work Phone: _____ **Home Phone:** _____

Requesting Use of : Sanctuary Fellowship Hall Upper Room

Date of Activity: _____

Requesting Use of Facility From _____ **am/pm To** _____ **am/pm**

Nature of Activity: _____

Approximate Number of People Involved: _____

If use of the facility is granted, I agree to assume full responsibility of the facility and its contents and further agree to see that the policies governing the use of the facility are observed fully.

Signature _____ Date _____

FACILITIES.

Attachment #4

REQUIRED DEPOSITS AND EXPENSES

EXPENSES FOR CHURCH MEMBERS

Church members will not be charged for the use of our facilities. We recognize that children of members leave home for school or military obligations and transfer their membership to another church. If their parents are still involved at First Baptist, Jacksonville their children may “return home” for their wedding and still be considered as a church member.

1. **Damage/Security Deposit - \$200.00** (*make check payable to First Baptist Church*)
This money (to be turned in with your Wedding Registration Forms) is to provide for repair/ replacement costs that result from any damage of property that may occur or for any unforeseen cleaning expenses that may be incurred. Please report any accidents to the wedding Contact Person or one of our staff immediately. Following the wedding, the Wedding Contact Person and/or Custodial Staff will inspect the facilities used and verify that any borrowed equipment has been returned. Your deposit will then be refunded to you within 2 weeks after the wedding (minus any charges for damages or unforeseen cleaning expenses).

***The following expenses must be paid in cash.
Please put each payment in a separate, labeled envelope.***

2. **Cleaning of Sanctuary - \$65.00**
3. **Cleaning of Fellowship Hall - \$50.00**
4. **Cleaning of Upper Room - \$30.00**
5. **Sound and Lighting Operator(s) - \$50.00 each**
6. **Videographer - \$25.00**
7. **Childcare - \$20.00 per worker.**
NOTE: At least 2 workers are required to secure childcare!
8. **Dripless Candle Inserts - \$0.50 each**

EXPENSES FOR NON-CHURCH MEMBERS

(make checks payable to First Baptist Church)

All of the above (numbered 1-8) plus the following:

9. **Rental of Sanctuary - \$350.00**
10. **Rental of Fellowship Hall - \$250.00**

Decorations and Equipment Available for Wedding Use

This equipment is for use only in church facilities and will not be loaned out.

If you would like to use any of the following items, please indicate with a check mark or how many of each you will need. These items will be available when you come to decorate.

- _____ White Lattice Stands (10)
- _____ White Wooden Columns (12 of various heights)
- _____ Glass Hurricane Globes (10)
- _____ Punch Cups (144)
- _____ Glass Plates (144)
- _____ Punch Bowls (2)
- _____ Round Tables
- _____ Selection of Tablecloths** (in various colors)

* Requires special candle inserts. There will be \$0.50 charge for each insert.

Note: Tablecloths must be cleaned if used. Cleaning will be the responsibility of a representative from the wedding party **OR \$10.00 per tablecloth can be deducted from your Damage/Security Deposit for cleaning expenses.

WEDDING REGISTRATION BEFORE THE WEDDING

Appointment with Pastor:

Date: _____ Time: _____

Appointment with Minister of Music:

Date: _____ Time: _____

Appointment with Director of Preschool Ministries:

Date: _____ Time: _____

Facilities to be Decorated:

Fellowship Hall— *(Unofficial)* Date/Time: _____

Upper Room— *(Unofficial)* Date/Time: _____

Sanctuary— *(Unofficial)* Date/Time: _____

_____ Damage/Security Deposit Paid (\$200.00) (____/____/____)

*The following expenses are due at least 30 days
(_____) prior to the wedding date.*

_____ Sanctuary Rental Fee Paid (\$350.00) (____/____/____)

_____ Fellowship Hall Rental Fee Paid (\$250.00) (____/____/____)

_____ Upper Room Rental Fee Paid (\$100.00) (____/____/____)

*The following gratuities are due no later than 10 days
(_____) prior to the wedding date.*

_____ Sanctuary Cleaning Fee Paid (\$65.00) (____/____/____)

_____ Fellowship Hall Cleaning Fee Paid (\$50.00) (____/____/____)

_____ Upper Room Cleaning Fee Paid (\$30.00) (____/____/____)

_____ Minister (\$100.00) (____/____/____)

_____ Sound and Lighting Operator(s) (\$50.00 each) (____/____/____)

_____ Childcare Workers (2 are required) (\$20.00 each) (____/____/____)

WEDDING REGISTRATION AFTER THE WEDDING

Will floral arrangements be left for Sunday Morning Worship Services? Yes No

Floral arrangements will be picked up on _____ at _____ am/pm
by _____ phone # _____.

_____ will be responsible for gathering tuxedos and can be
reached at _____.

_____ The Damage/Security Deposit can be returned to:

Name _____

Address _____

(___ / ___ / ___)

The Wedding Contact Person can call the following person if there are any questions
after the wedding _____ at

_____.

WEDDING REGISTRATION FORMS

LIST OF SUPPORT PERSONS

The Wedding Contact Person may need to get in touch with important people involved in your wedding to verify or adjust times they will be arriving/leaving, schedule appointments or rehearsal times, etc. Please provide the following contact information just in case we need it at a later date.

NAME	PHONE NUMBER
Mother of Bride: _____	_____
Mother of Groom: _____	_____
Director: _____	_____
Florist: _____	_____
Caterers:	
Rehearsal Dinner: _____	_____
Reception: _____	_____
Photographer:	
Rehearsal: _____	_____
Wedding: _____	_____
Minister: _____	_____
Maid of Honor: _____	_____
Best Man: _____	_____
Pianist: _____	_____
Other Instrumentalist(s): _____	_____
_____	_____
_____	_____
Vocalist(s): _____	_____
_____	_____
Sound & Lighting Tech: _____	_____
Videographer: _____	_____
Wedding Cakes:	
Bride: _____	_____
Groom: _____	_____