



Wedding Policy and Application for Use of Facilities

Requestor _____
Must be active WHFBC member, at least 18 years old, and be present at event as the responsible party.

Address _____

Cell # _____ Email _____

Name of Groom: _____ Name of Bride: _____

Date of Rehearsal _____ Time of Rehearsal _____ am/pm

Date of Wedding _____ Time of Wedding _____ am/pm

Facility(ies) Requested: Main Building/Sanctuary Christian Life Center (CLC)

Wedding Fees:

The church incurs a portion of the cost of weddings. The fees charged only pay the personnel needed to make the wedding day go smoothly.

	Itemized Fees	Charge for this event:
Facility Reservation for Active Members (<i>attendance within the past 12 months</i>)	0	
Custodial Services (\$100 for main building; additional \$100 for reception in CLC)	\$100 or \$200	
Media Services (\$300 for rehearsal and wedding)	\$300	
(<i>optional</i>) PowerPoint/slideshow creation for wedding ceremony if pictures are provided in a digital format three weeks prior to ceremony.	\$150	
(<i>optional</i>) Pianist	\$100	
TOTAL COST:	Up to \$750	

Total for this event: \$_____ (*Checks made payable to Walter Hill First Baptist Church*)

Requestor, Bride, and Groom acknowledge that submission of this application constitutes agreement to these rules:

- Weddings conducted at WHFBC shall honor God and be a biblical marriage as described in the Bible, between a male and a female.
- Weddings will be scheduled for Saturdays between the hours of 10:00 am – 5:00 pm.
- Facilities will be reserved for use the entire day on Friday (for set-up and rehearsal) and Saturday (for the ceremony) if requested.
- Smoking, alcohol, drugs, profanity, or gambling are not allowed in church facilities.
- Dancing is allowed, but it is limited to dancing between the bride and groom and their parents and/or grandparents. All dances and music should be respectful of a worshipful environment.
- Due to security cameras in use at all times, privacy for dressing is only afforded in restrooms and designated areas.
- The church nursery areas are not available for childcare during wedding rehearsals or wedding ceremonies.
- While on church property, the florist, caterer, photographer, wedding party, and guests will conduct themselves in a manner consistent with being in a place of worship and abide by church policies.
- Responsible party assumes liability for damages during their event.
- Responsible party agrees to indemnify WHFBC and hold it harmless from all liabilities arising out of their use of church property and/or facilities including, but not limited to, personal injury, property damage, theft, loss, and/or unforeseen circumstances that may arise while using church facilities.
- Responsible party agrees to pay applicable fees prior to requested facility use date.
- Responsible party will return key to church office the day following the wedding.
- Media services fee includes use of media equipment and technician (1 hour for rehearsal and 2 hours for ceremony). Wedding party may not bring their own media or sound equipment. All media, including visual presentations and music for the ceremony, must be finalized and brought to rehearsal. Bride and groom are responsible for any video recording of the ceremony as this service is not provided by the church.
- Use of kitchen facilities is provided at no extra charge. Everything must be returned as it was found and all food and decorations removed once event has ended. Additional custodial fees will apply if kitchen is not returned to original condition.
- Rehearsal dinner is allowed in the CLC but no cleaning service is offered after rehearsal and prior to the wedding.
- Musical instruments may not be moved from the stage.
- Floral arrangements and live greenery must have leak protection placed underneath to avoid water damage. The wedding party may donate floral arrangements for church use, but all other decorations must be removed immediately following the ceremony to allow custodian to begin cleaning. Only silk flower petals may be dropped in the aisle during the ceremony.
- Throwing rice is not allowed because it poses a safety risk. Birdseed or bubbles may be used outside. Confetti, birdseed, or other such materials are not to be thrown inside the church facilities.

Signature of Requestor _____
(If other than bride/groom)

Date: _____

Signature of Bride _____

Date: _____

Signature of Groom _____

Date: _____