

RINGGOLD BAPTIST CHURCH

WEDDING USE POLICIES OF CHURCH FACILITIES BY MEMBERS

INTRODUCTION:

Marriage in the church is a religious ceremony and all elements of the service have significance. In order that you may have a sacred and dignified wedding ceremony you are urged to make thorough preparations, spiritual as well as temporal. The pastor of Ringgold Baptist Church extends every possible assistance to you in order for your wedding in this church to be a memorable experience.

RULES & REGULATIONS

1. Active members of the church or Sunday school and members of their immediate families may use the church facilities for weddings and receptions provided they are scheduled on the church calendar through the church secretary with the approval of the church pastor and does not conflict with events already scheduled. Once the wedding party has decided to use the church there must be an appointment made with the pastor for a premarital consultation. No further plans or dates should be announced until this consultation takes place. The church pastor will officiate. During periods when the church may not have a regular pastor, the church host/hostess or a member of the deacons will be present to offer assistance during the rehearsal, wedding and reception. When another clergyman is desired, a request must be made through the pastor. Should someone else officiate, all rules and regulations will apply.
2. Receptions will be held only in the Family Life Center. All food and items needed to prepare and serve the food for the reception will be furnished by the wedding party. No forms of alcoholic beverages or tobacco products are permitted to be used in the church buildings or on church grounds.
3. Florists should use plastic or wax paper under all candelabra. We request that flowers not be dropped in the aisle unless an aisle cloth is used. Nothing is to be attached to walls or furniture in the way of decorations that would deface. When facilities are used on Saturday night or Sunday afternoon, all decorations, flowers, palms, and other equipment will be removed from the church building immediately following its use. If the bride desires to leave the flowers for Sunday worship, the church office should be notified by Wednesday. Proper acknowledgment will be made in the church bulletin. If church furniture is moved, it is to be put back in its original place after the ceremony. No rice may be thrown inside or outside the building. Bird seed may be used outside only.
4. It is most important to keep in mind that a church wedding is a service of the church, and the music should be in keeping with the reverence that is observed upon entering the house of the Lord. Contemporary music, if used, should be chosen in good taste. If the church sound system is to be used, it is required that a member of the sound system committee will operate it. Please coordinate the wedding program with one of the committee members. Any additional sound (electronic) equipment must be approved.
5. The church and its staff will not be held liable for any personal injury or property damage sustained in the course of the scheduling, planning or conducting of wedding services. The wedding party is responsible for returning all items back to their original places (includes pulpit furniture, tables, chairs, etc.) and removal of all trash.
6. The building use fees will not apply, however; compensation should be considered for church members and staff who are providing services for the wedding. The janitorial fee, paid to an outside contractor, is \$150.00 for fellowship hall and \$150.00 for the sanctuary and grounds. Also, a security deposit of \$100.00 for each facility used is required and refundable after inspection and if everything is in order. **These monies are due upon completion and returning of this form.** Should there be damage and if it exceeds \$100.00, the person or persons reserving the facilities will be responsible for the total cost of repairs.

I have read and will abide by the terms of this policy statement.

Signature of responsible parties: _____

Date: _____

Reviewed with church /committee member: _____

Signature _____ Title _____

Revised on 7/15/09

Ringgold Baptist Church
Wedding Application Form

Today's Date: _____

Brides Name: _____ Telephone number: _____

Address: _____

Parents Name: _____

Grooms Name: _____ Telephone number: _____

Address: _____

Parents Name: _____

Date of Wedding: _____ Time of Wedding: _____

Date of Rehearsal: _____ Time of Rehearsal: _____

Requesting use of: () Sanctuary () Family Life Center

Where reception will be held: _____

Officiate: _____

Number in Wedding Party: _____

Wedding Director: _____ Telephone No.: _____

Florist: _____ Telephone No.: _____

Photographer: _____ Telephone No.: _____

Organist: _____ Telephone No.: _____

Pianist: _____ Telephone No.: _____

Soloist / Singers: _____ Telephone No.: _____