

RINGGOLD BAPTIST CHURCH
WEDDING USE POLICIES OF CHURCH FACILITIES BY NON-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. Those who are not members of Ringgold Baptist Church or the Sunday School must request permission to use the facilities through the church office. The recommendation to use the facilities must come from the pastor and be approved by the board of deacons.
2. Once the recommendation is approved the reservation must not conflict with church or church member events already scheduled. The fees for the facility use will be as follows:

Sanctuary Fee..... \$450.00 (Includes Custodial Services)
Family Life Center Fee \$450.00 (Includes Custodial Services)
Sound System Fee (must be operated by Audio Committee member).....\$100.00

Compensation should also be considered for other church members or staff who are providing services for the wedding.

Security Deposit for Sanctuary \$100.00

Security Deposit for FLC..... \$100.00 These are refundable after inspection.

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.

All fees/monies are due with this form when reserving our facilities. The wedding date cannot be reserved in advance without the full deposit. All monies are refundable if cancellation is made more than one month prior to the wedding. Cancellation less than one month prior to the wedding date may result in the loss of the reservation deposit. The janitorial services must be used. If wedding plans are canceled or the date of the wedding ceremony changes, permission must be requested again through the church office by following the original procedures before the church facilities can be used.

3. Once the wedding party is approved 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.
4. 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 the church grounds. Access to the FLC will be permitted at noon on the day prior to the wedding.
5. Florists should use plastic/wax paper under all candelabras. 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 desire 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. This is not included in janitorial service. No rice may be thrown inside or outside the building. Bird seed may be used outside the building only.

6. 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.
7. The church and its staff will not be held liable for any personal injury or personal property damage sustained in the course of the scheduling, planning or conducting of wedding service.

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

Signature of Responsible Parties _____

Date of Signature _____

Reviewed with non-member on _____

Signature _____ Title _____

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Email: office@ringgoldbaptist.org

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.: _____