

MIDWAY BAPTIST CHURCH
Policy and Guidelines for Events
Revised November 13, 2007

❖ FILLING OUT AN “APPLICATION WORKSHEET FOR USE OF CHURCH FACILITIES”

Before a date is placed on the church calendar, an “Application worksheet for use of church facilities” form must be completed and on file in the church office and an appointment made to talk with the pastor or the church. When a date for the event has been selected, the applicant must clear the date with the church secretary. The date is secured by payment of the security deposit and completion of the application.

❖ SECURITY DEPOSIT

A security deposit of \$500.00 is required to hold the date requested and as a guarantee against any damage or destruction of church property during the use of church facilities. The security deposit must be included when the application form is turned into the church office. This check should be made payable to: Midway Baptist Church. The un-cashed check will be returned to the wedding party within one week following the event, barring any damages incurred. If damages are incurred, the party will be notified and all or part of the deposit will be used for repairs.

❖ RESERVATION LIMITATIONS

Because of other church services and activities, there are times when it is not possible to schedule a wedding or special event. There will be no weddings or special events scheduled for Sundays and Wednesday nights due to regularly scheduled church activities. There should also be no formal weddings scheduled for special days such as: New Year’s Day, Memorial Day, Independence Day, Labor Day, Easter Week, Thanksgiving, or Christmas. Please keep in mind that events scheduled for Saturday evenings should end as early as possible to allow time for the facility to be cleaned for Sunday morning services.

❖ OFFICIATING MINISTER

The ordained Minister of Midway Baptist Church is willing to officiate at your wedding when proper reservations have been made. Any guest ministers must be pre-approved by the pastor. Please indicate the guest minister’s name and contact information on the “Application worksheet for use of church facilities” form.

❖ LICENSE

A MARRIAGE LICENSE MUST BE OBTAINED BY THE BRIDE AND GROOM FROM A COUNTY CLERK WITHIN THE STATE OF KENTUCKY. The license must be in the hands of the officiating minister at least one week prior to the wedding so it can be properly completed and executed.

❖ RICE, BIRD SEED, ROSE PETALS OR CONFETTI, ETC.

Rice, Birdseed, or confetti may not be thrown anywhere inside the church buildings.

Flower petals should not be used down the aisle, without the use of an aisle cloth/runner.

Birdseed is permissible outside the building. Any sidewalks or steps should be swept clean by the wedding party immediately following the event.

❖ FLOWERS, CANDLES, AND OTHER DECORATIONS

It is the responsibility of the bride and groom to arrange with a florist for decorations and to see that the guidelines of the church are followed. The florist is responsible for contacting the church office ahead of time to arrange for access to the areas to be decorated. The wedding party is responsible for insuring that the florist or other vendors follow the wedding policy and guidelines.

NO FLOWER ARRANGEMENTS OR CANDLES MAY BE PLACED ON THE MUSICAL AND/OR ELECTRONIC INSTRUMENTS.

Whenever candles are used, they must be of the dripless variety or chase candles, must be in a candelabrum that will contain all drippings, and the floor must be thoroughly protected with plastic. If unity candles are used, the carpet must be protected with plastic. Candles used in windows must have protection for the painted surfaces. The church has candelabrum available for your use. The wedding party is responsible for providing the candles. **The wedding party must extinguish all candles before leaving the room.**

Nails, thumbtacks, hot glue, or gum cannot be used anywhere. Tape of any type is prohibited on painted surfaces. If flowers, ribbons or other items are used to “mark” pews, they must be attached with an elastic cord. No tape, wires, pins or tacks may be used. Brackets may not be used over the pews unless protective covering is used. Any damage to pews will be the responsibility of the wedding party.

If the event is held during the holy seasons of Easter or Christmas, when the church is already decorated, we request that the seasonal decorations be left as they are.

If the wedding families wish to leave flower arrangements for the church to use in its regular worship services, please inform the church office. We welcome the use of any donated flower arrangements.

❖ PHOTOGRAPHER / VIDEOGRAPHER

It is the responsibility of the wedding party to arrange with a photographer / videographer and see that the guidelines of the church are followed.

We recommend that the photographer take as many photographs of the wedding party as possible before the wedding so that there will be fewer distractions during the service.

Flash pictures during the actual wedding ceremony are discouraged. Video equipment should be in an inconspicuous place. We ask that the photographer not stand or set up any equipment on any furniture items including pews.

❖ MUSIC

Arrangements for the church organist, pianists, or soloists should be made individually, not through the church office. Please make contacts well in advance, to allow for scheduling. Compensation should also be made individually for the services of musicians.

A wedding is a worship service. We ask that all music be appropriate for worship and convey the dignity of the sanctuary and significance of the wedding ceremony.

The musical instruments (Piano, Organ, and Drums) shall not be moved from their positions in the sanctuary. Planned use of these instruments should be indicated on the application worksheet.

The church organ and drums are specialized instruments. Guest instrumentalists should be approved through the church office prior to making final arrangements.

❖ SOUND SYSTEMS

The sound systems are to be operated only by persons approved by the church office. Arrangements for reserving a sound technician are to be made through the church office.

❖ SMOKING

Smoking is **NOT** allowed in **any area** of the church building, including rest rooms, kitchen, foyer, ministry center or offices. Please do not litter the outside entrances with discarded smoking materials.

❖ ALCOHOLIC BEVERAGES

Established church policy **prohibits** the serving of refreshments containing alcoholic beverages in the church facilities or on church grounds.

❖ FOOD AND DRINK

Food and drink are not allowed in the sanctuary, vestibule, Sunday school rooms or any carpeted areas of the church building.

❖ MINISTRY CENTER EQUIPMENT

The moveable walls in the ministry center are only to be moved by church members who have been trained how to operate them.

The new white plastic tables and new red padded chairs are to be used indoors only. There are metal folding chairs and wooden tables in the storage building behind the kitchen that are suitable for outdoors use.

❖ FEE SCHEDULE

A fee worksheet is included on the “Application worksheet for use of church facilities” form. This worksheet provides guidance concerning the financial obligations and responsibilities of the applicant. This completed form must be on file in the church office.

A security deposit of \$500.00 will be due on the date of confirmation. All other fees are due at least one business day prior to the event and should be delivered, by appointment, to the church secretary. The security deposit will be refunded within one week after the event, providing the church facilities are returned to their original state. If any damages occur, repairs will be made using the deposit. Any remaining funds will be refunded.

❖ MEMBERS / NON – MEMBERS

No security deposit will be required of **members**. Members will also have the option of not using the services of the custodian. If this option is used, it becomes the **responsibility of that member** to fully complete all of the custodian’s normal responsibilities (to include: opening and securing doors, sweeping, mopping, trash, bathrooms, and general setup). There will also be two separate “Application worksheet for use of church facilities” forms for members and non – members.

For the purposes of determining fees, a “**Member**” is defined as someone who is an active, participating, and supportive member of Midway Baptist Church. He or she is involved in a regular, intentional way in the worship services and nurturing of the church. The member status may be designated to the bride, groom, or at least one parent or grandparent of the couple.

To clarify the responsibilities of the applicant parties and the church, the following statements are added:

❖ APPLICANT PARTY

1. Inform all persons involved with the wedding or event as to the policies and guidelines of the church.
2. Honor all contracts, fees, et. al, agreed upon with the church
3. Remove all personal property, decorations and other items as soon as the event is completed.
4. Clean all dishes and utensils used and return all furniture to the original arrangement. Remove all leftover food and beverages from the kitchen.
5. Oversee the removal of decorations / equipment provided by the florist in order for the custodian to begin cleaning and preparation for church related activities.

❖ CHURCH CUSTODIAN

1. Unlock and lock the facility and adjust temperatures for the event.
2. Assist in the provision of equipment, such as candelabrum, tables and chairs for the event.
3. Monitor the proper use of the facility.
4. Assist in set up and take down of areas used. (Chairs, tables, and moveable walls)
5. Following the event, clean all areas used.

Member Application worksheet for use of church facilities

Midway Baptist Church
121 South Winter St. PO box 352
Midway, KY 40347
(859) 846-4514

Name of Responsible Church Member _____

Name, Address, & Phone _____

Date of Application _____ Date of Event _____

Type of Event (i.e. Wedding, shower, birthday party) be specific _____

Areas of facility to be used to include church instruments: _____

If food will be served please describe: _____

Services	Fee	Amount
Use of Church Facilities	\$0.00	
❖ Sanctuary		
❖ Ministry Center Main Hall	\$0.00	
❖ Ministry Center Main Hall (Meal served) Additional	\$0.00	
Use of Custodian (Optional see page 3 Members / Non – Members section)		
❖ Sanctuary	\$75.00	
❖ Ministry Center Main Hall	\$75.00	
❖ Ministry Center Main Hall (Meal served) Additional	\$25.00	
Use of Sound Technician	\$50.00	
Minister's Honorarium	\$100.00	

Total \$ _____

Note:

1. All payment for services should be made at least one business day prior to the event. They should be delivered, by appointment, to the church secretary.
2. The payment for use of church facilities should be made out to Midway Baptist Church. All other payments should be made out to the individuals providing the service.
3. Upon completion, a copy of this form will be kept on file in the church office.

Non - Member Application worksheet for use of church facilities

Midway Baptist Church
121 South Winter St., PO Box 352
Midway, KY 40347
(859) 846-4514

Name, Address, & Phone _____

Date of Application _____ Date of Event _____

Type of Event (i.e. Wedding, shower, birthday party) be specific _____

Areas of facility to be used to include church instruments: _____

If food will be served please describe _____

Services	Fee	Amount
Deposit (to be refunded per policy & guidelines)	\$500.00	\$500.00
Use of Church Facilities		
❖ Sanctuary	\$0.00	
❖ Ministry Center Main Hall	\$50.00	
❖ Ministry Center Main Hall (Meal served) Additional	\$25.00	
Use of Custodian (mandatory)		
❖ Sanctuary	\$75.00	
❖ Ministry Center Main Hall	\$75.00	
❖ Ministry Center Main Hall (Meal served) Additional	\$25.00	
Use of Sound Technician	\$50.00	
Minister's Honorarium	\$100.00	

Total \$ _____

Note:

1. All payment for services should be made at least one business day prior to the event. They should be delivered, by appointment, to the church secretary.
2. The payments for the deposit and use of church facilities should be made out to Midway Baptist Church. All other payments should be made out to the individuals providing the service.
3. Upon completion, a copy of this form will be kept on file in the church office.