

Midway Baptist Church
Policy and Guidelines for Weddings and Large Gatherings
Revised 05-16-2007

This document is to be used when there is a Wedding scheduled or a gathering of more than 50 attendees.

Application

Before a date is placed on the church calendar, an “Application Worksheet for Use of Church Facilities” form must be completed, approved, returned to the church office. If a Wedding is to be held, you must schedule an appointment to talk with the pastor. 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 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 or event host within one week following the event, barring any damages incurred. If damages are incurred, the contact person 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 event. There will be no weddings or events scheduled for Sunday 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

Weddings that take place at Midway Baptist Church must be performed or officiated by one of our ordained ministers or by a minister approved by the Senior Pastor. Since the biblical texts about marriage are so complex and frequently misunderstood, our ministers would be glad to meet with you to discuss their convictions and the church’s teaching about marriage as well as providing you with their personal requirements for participating in your wedding.

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 must 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 for and to see that the guidelines of the church are followed. The decorator 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 decorator 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. The floor must be protected from drips.
- Candles used in windows must have protection for the painted surfaces. The church has candelabrams 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 the 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.

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 ask that the photographer not stand or set up any equipment on any furniture items including pews.

Music

- Arrangements for the church organist, pianist, 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.
- 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 audio/visual systems are to be operated only by persons approved by the church office and must not be taken off premises. Arrangements for reserving and A/V technician are to be made through the church office.

Smoking

Smoking is NOT permitted in any area of the church building, including restrooms, 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 the grounds.

Food and Drink

Food and drink are not allowed in the Sanctuary or any other carpeted areas. You may have food and drink in dressing rooms provided the trash is thrown away in the Ministry Center when finished. Any spills that may occur are to be cleaned immediately to avoid anyone slipping and falling.

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 white plastic tables and 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 outdoor use.

Fee Schedule

- A fee worksheet is included on the Application. 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 will be due on the date of confirmation and should be delivered to the church office. 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. All other fees are due at the time of the rehearsal to the responsible party.

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, etc. 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.

Trustee

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.

Custodian

1. Assist in set up and take down of areas used. (Chairs, tables, and moveable walls)
2. Following the event, clean all areas used.