

GREENBRIER ROAD BAPTIST CHURCH WEDDING POLICY (MEMBER)

INTRODUCTION:

The Wedding is one of the most sacred events in the life of any person or couple. It is a religious ceremony and should be a spiritual experience. It is the desire of our church family and staff to help make every wedding a beautiful and worshipful time.

SCHEDULING THE DATE:

Greenbrier Road Baptist Church permits members and their immediate families to schedule the use of our facility for weddings. It is suggested that you call the church office at the earliest possible time to get your rehearsal, wedding, and/or reception on the church calendar. A completed Wedding Request Form with a damage deposit of \$200.00 is due at that time.

OFFICIANT:

Please note that if you are asking an Officiant not on staff here at Greenbrier Road Baptist Church to conduct the wedding ceremony then our Pastor will need to interview them and give his consent for them to perform the ceremony here at Greenbrier Road Baptist Church.

FACILITY POLICIES:

It is the responsibility of the bride and groom to familiarize the members of the wedding party, caterers, florists, musicians and/or photographers with the policies pertinent to their conduct during the set-up, rehearsal, wedding ceremony and/or reception. A church wedding is a worship service and all persons involved should conduct themselves at all times in a manner befitting the place of worship.

1. There is no smoking or drinking of alcoholic beverages allowed at any time on the Greenbrier Road Baptist Church campus.
2. There are to be no nails, tacks, wires, screws, pins, hot wax, or adhesives used on any of the Worship Center furnishings.
3. Whenever candles are used, they must be the dripless variety and the floor underneath must be thoroughly protected.
4. Do not remove hymnals, Bibles or other items that the church has placed from pew racks.
5. Please note that you must furnish your own serving items and supplies. You will not have access to the pantry.
6. Food or drink is to be consumed in the Christian Life Center only.
7. Only rooms that you have reserved or that are provided for dressing should be entered.

(MEMBER)

8. No birdseed, balloons, bubbles or petals may be thrown/used inside the church buildings. Rice or confetti may not be thrown/used inside or outside the church buildings.

9. All areas used must be cleaned and furnishings left as found (see attached checklist). All trash must be thrown away.

10. Keys to the building may be picked up on Monday, Wednesday or Thursday prior to the event. Please call the church office to make arrangements.

11. Greenbrier Road Baptist Church will not be responsible for theft, vandalism or injuries that occur on our campus.

12. It is suggested that you hire two of our Security Team members on the day of your event(s) to patrol the parking lots and buildings. A list of team members will be provided at your request. Their fees are \$25.00 per person per hour.

MUSIC:

It is important to keep in mind that a church wedding is a service of the church and the music you choose for your ceremony should be Christ honoring in every respect. If your ceremony requires the use of our sound system in any way you must use one of our approved sound technicians. A list of our technicians will be provided to you at your request. The fee for a Sound Technician is \$100.00. If you need a sound system for the Christian Life Center you will need to contract with an individual or company of your choice.

FEES:

A \$200.00 damage deposit is due at the time of time of scheduling. This will be returned following your event if facilities and furnishings have been cleaned and returned to a pre-wedding condition (see attached checklist) and, keys have been returned to the church office.

You may wish to make a donation of any amount to Greenbrier Baptist Church for the use of the facilities.

GREENBRIER ROAD BAPTIST CHURCH - WEDDING REQUEST FORM (MEMBER)

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

Reception Date: _____ Time: _____

Building Use: _____ Worship Center _____ Christian Life Center

Estimated Number of Guests: _____

Officiant: _____ Telephone: _____

Wedding Director (if applicable): _____

Telephone: _____

Person responsible for cleanup at the close of the event: _____

Telephone: _____

Bride: _____

Address: _____

Telephone: _____

Groom: _____

Address: _____

Telephone: _____

We have read the Greenbrier Road Baptist Church Wedding Policy, and we abide by them.

Bride **Date** **Groom** **Date**

Office Use:
Damage Deposit Paid: (Date/Signature) _____

Date(s) Scheduled: (Date/Signature) _____

(MEMBER)

CLEANUP CHECKLIST

- _____ **Trash Thrown Away and Trash Bags Replaced**
- _____ **Furnishings Returned to their Pre-Wedding Condition/Placement**
- _____ **Floors Swept, Mopped and/or Vacuumed**
- _____ **Glass and/or Countertops Cleaned**
- _____ **Bathrooms Cleaned**
- _____ **Refrigerator and/or Stove Cleaned (if applicable)**