

Special Events

The primary purpose of First Baptist Church is to minister the gospel of Jesus Christ. Our first function is of a church and not a reception hall, due to this factor, we offer limited room, availability and restricted space for special functions.

FBC offers the Worship Center for weddings, and selective concerts or conferences. Classroom space is offered for meetings, parties, clubs, and special functions.

What is *not* allowed?

- Use of the building for solicitations purposes
- Children's birthday parties.
- The Welcome Center area is not available as a reception or dinner area. Due to Celebrate Recovery on Friday nights **we do not offer a rehearsal dinner area. The reception area (which holds 60 guests) can be rented on Saturdays.**

What do I need to do to schedule an event or party?

1. Schedule your event on the church calendar by contacting Karen Barringer during office hours (9am-3:30pm)
2. Review all guidelines and complete the back portion of the agreement form
3. Pay deposit to hold your date (if nonmember)
4. Make the necessary appointments for wedding counseling
5. Two weeks before your event, pay all fees that apply
6. The day before the event you may pick up a key to the building

Guidelines

Smoking, alcoholic beverages, and/or confetti, glitter, or feathers, etc are not permitted

Do not disturb banners or displays in the Welcome Center and Worship Center.

If you are using the **kitchen** you are responsible for cleaning this area and return all items used to their proper place. The guidelines for kitchen clean up are on the kitchen wall.

All trash is to be properly disposed of. If during your event the trash becomes full your party must dispose of it in the dumpster in the back gravel parking lot.

If the key to the building is lost there will be a re-keying fee.

FBC is not responsible for any damaged or lost items belonging to your party or florist

Your party is responsible for any damage that occurs to the building or property of First Baptist.

It is your responsibility to remove all decorations from the area immediately after your special event. Any furniture, plants, or any other items that you move must be placed back where you found them **immediately following your event. Failure to do so will result in a reduction of your returned deposit.**

Guidelines Specifically for Weddings

Weddings will be conducted by one of the First Baptist Church pastors. The bride and groom shall arrange one preliminary meeting and four pre-marital sessions with the pastor. **Sessions must be completed in order to be married at First Baptist.** Wedding rehearsal times are dependant on the availability of the pastor conducting the ceremony.

No weddings scheduled past 4 pm

Decorating for weddings may start anytime Friday or Saturday

The manner in which the Welcome Center and Worship Center are decorated today may not be the way it will look on the day of your wedding/event. Decorations are subject to change.

Photographs are permitted before and after the ceremony and during the processional. **No flash photography is allowed during the ceremony. Videotaping is allowed. FBC cameras are not to be used.**

You are in charge of **selecting your own music, vocalists and accompanists** and paying for his/her services.

Ribbons may be attached with pew clips only.

The hymnal and bibles cannot be removed from the pews.

It is your responsibility to make arrangements with the **florist for delivery and pick up.** Please note: **There is no refrigeration** available to your wedding party; the Education Wing will be locked down.

It is your responsibility to remove all decorations. Failure to do so will result in a reduction in your returned deposit. For example:

- **If you move furniture (oak table for unity candle) please put it back where you found it.**
- **If you use silk rose petals you must pick them up.**

Please, no eating or drinking in the Worship Center.

How is a member defined?

You are a member of FBC when you unite with the church by accepting Jesus Christ, follow in baptism, and complete the Who We Are Class. **Parents of the bride or groom** who have completed the criteria for membership will be given the member rate for their son/daughters wedding.

Members are allowed the use of the building for special functions. However, a member's Non- ministry group, who wishes to use the building for crafting (like scrap booking or sewing) must pay a classroom fee.

Rental Fees

Special Events

Classroom space E108 or Café (includes the use of the kitchen)

Member \$50 (Use of kitchen only \$25)

Nonmember \$100

Worship Center

Member \$150.00

Nonmember \$400.00

This includes a sound technician (for up to 2 hours) and custodian for one day only. If this is for a concert and you need use of the building to set up the night before there is an additional fee of \$200.

Weddings

Member \$150.00

Nonmember \$400.00 *Plus the pastor's fee needs to be paid directly to the pastor performing the ceremony (\$150).*

All other fees can be made payable to First Baptist Church.

An additional charge of \$75 is required if you would like the stage completely emptied of risers and sound equipment moved.

A \$200 deposit is required to hold all nonmember reservations. If all rules are adhered to, including taking down decorations, and no damage has occurred to building or property the \$200 deposit will be returned. All other fees are due two weeks prior to your event.

The trustees at FBC expect all parties to comply with the rules established by this board.

I have read and understand the conditions of the building use. I agree to comply with the rules set forth in this agreement.

Name _____

Today's Date _____

Date of event _____

Time of Event _____

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Address _____

Phone Number _____

Phone Number _____

Office use:

Deposit (Date Made) _____

Payment (Date Made) _____

Pastor's Fees (Date Made) _____

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