

Bath Christian Church
Guidelines for Use of Sanctuary and Weddings
(Draft 4-7-19)

We are happy that you have chosen to be married at Bath Christian Church. Our minister will help you make your wedding one of the most memorable and meaningful experiences of your life. Marriage is ordained by God and the performance of the wedding ceremony is therefore an act of worship as well as a joyous occasion.

Scheduling Your Wedding (or Use of Sanctuary)

1. All weddings (or other uses of the sanctuary) at Bath Christian Church are scheduled through the office secretary. Please submit the completed Calendar Reservation form.
2. Once the date has been confirmed by the secretary, it will be placed on the church calendar. You have access for two days: the day of the event and the preceding date for setup and decorations. This two-day access is applicable to all facility use in connection with the planned event.

The Minister

1. The minister of Bath Christian Church is available to perform your marriage ceremony.
2. If the bride and groom desire another minister to assist or perform the ceremony, this must be made known to the minister. It is the responsibility of the minister of Bath Christian Church to extend the invitation to the visiting minister.
3. Pre-marital conferences with the bride and groom will be scheduled with and by the minister of Bath Christian Church.

The Music

1. The Bath Christian Church choir director is available to perform wedding music or assist in musical selections. If you desire another musician, that person must be approved by the Bath Christian Church choir director. All musical selections (songs) must be approved by the Bath Christian Church choir director.
2. Technical assistance for sound systems must be arranged through the minister in advance.

Decorations (Weddings or Other)

1. Any candles used on the chancel (the raised area) must be dripleless ones.
2. No tacks, tape (of any kind), or nails may be fastened to any part of the sanctuary on furnishings (including pews) or floors. Ribbons may be secured to the pews by means of rubber bands.

3. If candles are used in the windows, they must be in a hurricane or similar shade due to the danger of fire.
4. Plans for the decorations need to be discussed with the church sponsor.

The Facilities

1. The bride and bride maids will use the choir room for dressing before the wedding.
2. The groom and groomsmen may use the fellowship hall before the wedding if they wish.
3. Eating and/or drinking is prohibited at all times in the Sanctuary.
4. Smoking is prohibited in all buildings on the campus of Bath Christian Church.
5. Alcoholic beverages may not be served or consumed on the campus of Bath Christian Church.

The Fees

1. Members of Bath Christian Church are not required to pay fees for use of the facilities for weddings or other approved functions. If the bride or groom are the daughter or son of a member or if a member is the legal guardian, the bride or groom are not required to pay any fees.
2. Non-members (except as stated above) are required to pay for usage of the facilities. The following fees have been adopted by Bath Christian Church to assist the couple and their parents in planning their wedding. The sanctuary and fellowship hall rental and cleaning deposits will be due at least two weeks prior to the wedding or event. The fee and deposits will be paid to the secretary who will record the transaction and turn the monies over to the church treasurer. Non-members must be sponsored by a member of the church who will be present while the facilities are in use and be responsible for opening and closing the facilities. The sponsor must check to see if clean-up is complete. If the facilities are properly cleaned, the deposit will be refunded within two weeks.

Non-Member Fees

<u>Building</u>	<u>Rental Fee</u>	<u>Cleaning Deposit</u>
Sanctuary	\$300	\$200
Fellowship Hall	\$200	\$100

Checklist of Items Required for Using the Facilities

1. Moving any furniture in the sanctuary must be approved by the minister.
2. Moving the piano or any musical equipment must be approved by the choir director.
3. Sidewalks, grounds, parking lots, entrances and steps are to be cleared of all decorations and debris.
4. The sanctuary must be vacuumed at the end of use.
5. The foyer, restrooms, sanctuary and other rooms used are to be cleared of all decorations.
6. Furniture must be replaced (if moved) to its original location. Any wax on carpet or other places must be removed properly, hymnals replaced in pew holders, floors swept or vacuumed accordingly.
7. Any items, such as candelabras or plants, that cannot be returned at the end of an event must be removed from the sanctuary. Those items may not be stored in areas that are used during Sunday School or worship service. (Check with sponsor for suggested place of storage.)
8. Lobby, choir room, restrooms, Sunday School rooms or any other areas used must be left in proper order.
9. Fellowship hall (including kitchen) are to be cleared of all decorations and food. Floors are to be swept and mopped. The custodian is not to do this for personal events.
10. Please place all folding chairs in their proper place, and be sure all garbage is placed in dumpster.
11. Please check to be sure stoves are off, coffee pots are turned off, appliances are cleaned, and all items are in their proper place.
12. Make sure toilets are clean and flushed.
13. Turn off all lights and leave thermostats on the standard settings as noted.
14. FAILURE TO COMPLY WITH ALL OF THE ABOVE MAY FORFEIT DEPOSIT(S).

THANK YOU IN ADVANCE FOR YOUR SUPPORT.