



# FOUNTAIN INN

## FIRST BAPTIST CHURCH

### Wedding Policy

Welcome to Fountain Inn First Baptist Church (FIFBC), and thank you for considering our beautiful building for your special day. Please thoroughly read over all of the following policies for the use of this special building. The first step in scheduling your wedding is to complete the Wedding Application and a “Blue Sheet.” Upon receipt of this application, the church secretary will contact you to confirm available dates and answer any questions you may have.

#### Fountain Inn First Baptist Church Members

In order to use the church facilities for a wedding, you must be a current and active member of Fountain Inn First Baptist Church for a minimum of one year. Non-members may use the church facility for a wedding if they are sponsored by a family member who is a current and active church member.

At FIFBC we hold to the belief that biblical marriage is a covenant between one man and one woman. Only wedding ceremonies blessing the union of one man and one woman will be allowed in the facility. **(Genesis 2:22-24, Ephesians 5:22-33, Matthew 19:4-6)**

A FIFBC pastor may be available for your wedding ceremony. Every couple is required to participate in pre-marital counselling with one of the FIFBC pastors. Guest officiants are welcome to participate and officiate; however, this request must be made during the application process. The lead pastor of Fountain Inn First Baptist Church must approve any non-member weddings and guest officiants.

#### Schedule Your Wedding

- Fountain Inn First Baptist Church offers a traditional sanctuary which includes a balcony.

- Individuals may schedule weddings 18 months in advance.
- Your wedding ceremony is given a four-hour block of time. These time blocks include a corresponding 90-minute rehearsal time during the preceding day.
- All Saturday evening weddings must be completed no later than 8:30 PM to allow preparation time for FIFBC's worship service the following morning.
- Your fees include:
  - Rental of the facility the day of the ceremony for set-up, arrival of guests, post-ceremony photographs and cleanup
  - Rental of the facility for corresponding 90-minute rehearsal
  - Personnel to open and close the building
  - Regular custodial fees
  - Sound technician for the rehearsal and wedding ceremony
- FIFBC provides ample room and privacy for the bride and her bridesmaids. A separate room is provided for the groom and groomsmen.
- FIFBC does not provide childcare during weddings.
- A room for childcare may be provided if requested. Each room may occupy up to 12 children. If there will be more than 12 children a second room may be requested.
- Please keep in mind that weddings will not be scheduled on the day or weekend of Easter or Christmas.

### **Ceremony**

Your wedding is a sacred event, and your entire ceremony should reflect this. All ceremonies held at FIFBC need to be consistent with our mission, vision, and core values. What is appropriate for your ceremony should be appropriate for a worship service at FIFBC. FIFBC reserves the right to approve or not approve any aspect of the ceremony based on these beliefs.

All music to be used in the wedding ceremony should be pre-approved by FIFBC's Worship Pastor. Please send music selections to FIFBC's Worship Pastor as soon as possible.

FIFBC does not provide pianists, organists, instrumentalists, or vocalists for your wedding, but we may be able to recommend individuals in these areas. These musical arrangements are the responsibility of the wedding party.

All weddings at FIFBC require one of FIFBC's trained Sound Technicians to operate the equipment. The technician can be scheduled through the office of the Worship Pastor. Fees are listed below.

Photographers and videographers are not provided by FIFBC. Photographers and videographers not familiar with FIFBC may want to attend the rehearsal to better prepare themselves for the ceremony. They are asked to be as inconspicuous as possible so as to not distract from the ceremony.

### **Reception**

The FIFBC fellowship hall is available for receptions upon application and approval. Dancing is not allowed in church facilities.

### **Decorations**

The following are guidelines for decorating. If you have questions, please direct them to FIFBC's Worship Pastor.

- No nails, tacks, tape, pins, staples, gum, or anything that will mar woodwork or furniture may be used.
- All potted plants must be in drip trays
- All materials used in connection with the decorations must be removed from the building immediately after the ceremony. All set-up and clean-up is the responsibility of the wedding party. Failure to arrange for removal may result in forfeiture of the Security/Damage deposit.
- No furniture or equipment can be moved without prior permission.
- Any cost associated with the removal of candle wax from carpets or furnishings will be the responsibility of the wedding couple
- No arrangements should be placed on the organ or piano.
- If you choose to leave your flowers for use on Sunday, notify the church office at least two weeks in advance.

### **Guidelines**

Please review the following guidelines. It is best if these guidelines are brought to the attention of all members of the wedding party.

- There is a "No Smoking" policy in effect in all church buildings. The person reserving the facility is responsible for strictly enforcing this policy.
- No alcoholic beverages are allowed on church property or at any function held on church property.

- Kitchen equipment and utensils will not be loaned out.
- Blu-Ray, DVD, TV, and other audio-visual equipment will not be loaned out.
- No rice, confetti, bird seed, etc. is to be thrown inside any facility of FIFBC.
- No rice or confetti is to be thrown outside any facility of FIFBC while on church property.
- Only dripless candles should be used in church facilities.
- FIFBC is not responsible for lost or stolen property. Please do not bring valuables. FIFBC is not responsible for property left at the church before, during, or after the wedding.

### Fees

Individuals reserving the facility are required to pay the following fees. Custodial and sound technician fees are required. Again, if the audio/video system is used, the church will provide a person to operate the system. The audio/video system may not be operated by individuals who are not approved by the church.

The following fees apply for church members:

<b>Security/Damage Deposit</b>	<b>\$250</b>
<b>Building Usage Fee</b>	<b>\$100</b>
<b>Custodial (Sanctuary, Vestibule, Parlor, Adjoining Areas)</b>	<b>\$200</b>
<b>Custodial (Nursery Area)</b>	<b>\$100</b>
<b>Custodial (Fellowship Hall and Kitchen)</b>	<b>\$200</b>
<b>Custodial (Weddings in the Chapel)</b>	<b>\$50</b>
<b>Sound Technician</b>	<b>\$100</b>
<b>Video Technician</b>	<b>\$100</b>

The Security/Damage Deposit will be refunded if no damage is done to the buildings.

A security/damage deposit must be paid at the time of reservation. A date will not be held on the calendar without a deposit.

All fees must be paid at least two weeks prior to the date of use. Set-Up must also be coordinated with the church custodian and audio/video technicians at least two weeks prior to use.

Gifts or honorariums given to ministers, officiants, soloists, organists, pianists, or instrumentalists are at the discretion of and solely the responsibility of those reserving the facility.

### **Cancellation Policy**

If a reservation is cancelled more than 30 days before the wedding, a full refund including the deposit will be given. If a reservation is cancelled within 30 days of the wedding, you forfeit your Security/Damage Deposit.