



Wedding – Facility Use Request Form

Please submit this form to the church office at least one month prior to the event.

The reservation of the church facility will only be confirmed when ALL the following are completed:

This completed form submitted Facilities Director approval Calendar date approval by church office

Confirmation of your requested wedding date will be communicated to you via email.

CONTACT INFORMATION

Name of Bride: _____

Phone #: _____ Email: _____

Name of Groom: _____

Phone #: _____ Email: _____

Main Contact Name: _____

Phone #: _____ Email: _____

Officiating Pastor*: _____

Phone #: _____ Email: _____

Wedding Decorator: _____

Phone #: _____ Email: _____

EVENT DETAILS

Wedding Ceremony:

Wedding Date: _____ **Start Time:** _____ **End Time:** _____ **Est. # of Guests:** _____

Location: Sanctuary Fireside Room Other: _____

Wedding Decorator Arrival Date: _____ **Time:** _____

Number of Room(s) for Bridal Party: _____

Audio/Visual Needs: Microphone Video Projection Sound Equipment

I understand all audio/visual requests will be assigned an approved A/V technician.

Rehearsal Date: _____ **Start Time:** _____ **End Time:** _____

Rehearsal Dinner: On-site? Yes or No

If Yes: Start Time: _____ **End Time:** _____ **Est. # of Guests:** _____

(Please note that the location for the dinner will be determined by the # of guests being served)

Reception On-site Start Time: _____ End Time: _____

Location(s) needed: Gym Fireside Room Classroom
 Youth Center Outdoor Grounds Kitchen use

Reception Setup: Number of tables? _____ Number of chairs? _____

Table cloths (available upon request**) (#?) ___ Red ___ Blue ___ Green ___ White ___ Silver

Explain desired setup (if possible, provide a diagram 2 weeks prior).

- I understand my group will be responsible to bus and clean the tables, and put away all equipment used.
- I understand we are responsible for providing our own consumables and bringing all trash to the dumpster.
- **I understand the bridal party is responsible for the laundering of borrowed table cloths.

FEE SCHEDULE

Note: Fees may vary based on time requirements and the scope of the event.
 If the wedding is canceled, the Facility Use Fee will be returned.

Description	Fee	Payable to
<input type="checkbox"/> Non-Member Facility Use Fee	\$50	Faith Baptist Church
<input type="checkbox"/> Custodial Fee: The custodian provides access and secures the building, and performs any necessary cleanup for the event.	\$100	Custodian prior to or at the time of event.
<input type="checkbox"/> A/V Technician Fee: The technician sets up sanctuary equipment, performs sound checks, coordinates video needs, and resets the sanctuary following the event.	\$100	A/V technician prior to or at the time of event.
<input type="checkbox"/> Accompanist: Provides music for the event and determines his/her own fee.	TBD	Accompanist at the rehearsal.
<input type="checkbox"/> Rehearsal Dinner Custodial Fee	\$50	Custodian
<input type="checkbox"/> Reception Custodial Fee	\$100	Custodian
<input type="checkbox"/> Table cloth usage (Refundable)	\$100	Faith Baptist Church

I understand that I will be responsible to pay the appropriate fees listed above on or before the event date.

AGREEMENT

We agree to abide by the guidelines Faith Baptist Church has established in its Child Protection Policy. We take full responsibility for reimbursement of replacement value of any damage that may occur in the use of any and all equipment for the duration for which our event is scheduled. We have read and agree to the terms and conditions outlined in this application for facility use, and take responsibility to carry them out for this event.

Applicant Signature _____ **Date** _____

**For Weddings performed by non-Faith personnel, the following items are needed:*

- *A Statement of Faith from the pastor performing wedding*
 - *A statement that pre-marital counseling is taking place*
- (Please mail the above statements to Faith Baptist Church, Attn: Elders)*

SUBJECT: Use of Church Facilities

PURPOSE: This policy states conditions and procedures for the use of church facilities either for social functions, by outside groups and Faith ministries.

POLICY: The Church may be used for non-church functions if those events promote the fulfillment of the Church's vision. The Board of Elders and their designees determine the availability of the facility for these purposes.

I. Use of the Church facilities by outside groups and clubs require:

- 1) Completion of the Facility Use Form (see next page),
- 2) Clearance through the church office for availability,
- 3) Approval by the Facility Director and Pastoral staff or Elder,
- 4) Coordination with the Facility Director for set up and clean up,
- 5) Inclusion of an insurance certificate naming Faith as also insured along with a use agreement
- 6) Clear authority structure with a known person in charge, along with their phone number.

II. Use of the Church facilities for social functions requires:

- 1) A church regular attendee or member responsible for and present for the event
- 2) Completion of the Facility use form
- 3) Clearance through the church office for availability,
- 4) Coordination with the Facility Director for set up and clean up,
- 5) Approval by the Facility Director, Pastoral staff or Elder

III. Use of the Church facilities for any special Faith ministry event requires:

- 1) Oversight of the ministry by one of our servant teams,
- 2) A ministry leader involved in the planning of the event
- 3) A church regular attendee or member from said ministry responsible for and present for the event
- 4) A clear purpose connected to our mission and vision,
- 5) Completion of the basic Facility use Form to provide staff details of event,
- 6) Clearance through the church office for availability
- 7) Coordination with the Facility Director for set up and clean up

FAITH BAPTIST CHURCH CHILD PROTECTION POLICY

Faith desires to be a safe place for children and adults who attend church sponsored activities.

1. All individuals interested in working with children or youth are required to complete the Child Protection Application Process. This includes the following:
 - A. Regularly attend Faith for six months before being eligible to volunteer in children's or youth ministry. Persons who have been active long-term in another church's children's ministry with favorable references from that church and complete our application process may volunteer after 3 months
 - B. Complete an application, pass a criminal background check (CBC), and complete a policy training session. All information is held strictly confidential by paid staff.
 - C. The Children's Ministry Team will review References.
 - D. Non-members will need to meet with a staff person and agree to work under the authority of the church leadership regarding ministry at Faith.
2. A minimum of 2 adults are required when working with minors.
3. When taking children to the bathroom prop the door open slightly and wait outside. Enter only if a child needs assistance and have another adult present.
4. Diapering must take place in the presence of another adult in an open room. Disposable gloves must be worn and disposed of after each child is cared for.
5. A roaming supervisor is present during activities to ensure safety.
6. When dropping children off in the nursery parents will be given a pager in the event their assistance or presence is needed in the nursery.
7. We do not physically discipline children at Faith, such discipline is up to the parent; we do redirect children or give them time outs. Page the parent if necessary.
8. Touches to be avoided: kissing or coaxing a child to kiss you, extended hugs, tickling or prolonged physical contact, touching a child where a bathing suit would cover, sitting a pre-school or older child on your lap, full body hugs.
9. Isolate blood or body fluids to avoid contact by children. Vomit kits are available in the custodial room.
10. Incident reports: fill one out for any injury or illness that requires action taken. Turn the report in to a ministry leader who should turn it in to a paid staff person.
11. Always know allergy information on children before handing out snacks.
12. All outings require permission slips with medical information and release.
13. Specific permission must be gained from a parent to meet with a 7th – 12th grader alone. The meeting must be in a planned public place for a set time.
14. Drivers for church events must fill out a driver form and have it on file.
15. Reporting of any abuse or suspected abuse must be to the ministry director or a pastor, following the policy procedures.