

East Shore Baptist Church
6721 Jonestown Road
Harrisburg, PA 17112
717-657-0614

CONTRACT FOR USE OF EAST SHORE BAPTIST CHURCH AND STAFF FOR WEDDINGS

(Excerpt from 700-03 Policy)

1. SCHEDULING

- a) Contact the Pastor for his availability and counseling.
- b) Contact the Church office for availability of Church facilities, staff & technicians.
- c) If instrumentalists or sound technicians (and equipment) are to be used, this must be approved through the office. Fees for Church staff are listed.
- d) The caterer, florists, decorators and etc., must make arrangements through the Church office for admittance to buildings.
- e) One wedding rehearsal is included in the wedding costs. If additional rehearsals or set-ups are required, there would be an additional charge (see costs)
- f) Weddings shall be scheduled no later than 7:00 PM on Saturday's and receptions end no later than 9:00 PM.

2. PRE-MARITAL COUNSELING

At least (4) four hours of pre-marital counseling are required before the staff of this Church will perform the marriage ceremony.

3. USE OF FACILITIES

The following is a list of regulations concerning the use and care of the Church:

- a) A custodian is required for all weddings and receptions. Please leave the premises as clean or cleaner than when the event started. The wedding party has the responsibility for cleaning the areas being used, including bathrooms.
- b) Pews, tables, pianos, or any Church furniture must remain in their current locations unless prior arrangements are made with the Church's Buildings and Grounds Committee or Pastors. If arrangements are made to move any of these items, they must be returned to where they were found at the end of your event.
- c) The Church can provide a limited number of tables and chairs. If more are needed, please arrange for them with a rental company. DO NOT remove furniture from any classrooms for use elsewhere without prior approval. Please have all rented tables and chairs removed immediately following the event.
- d) If decorations or flowers will be used for the event, please remember the Church is a sanctuary. We encourage simplicity. The Buildings and Grounds Committee and Pastors are solely responsible for the Altar area. Please contact the Buildings and Grounds Committee or Pastors for approval and assistance for any decorations that affect the Altar area. Remember that simplicity is the key.
- e) No decorations will be placed on the ceiling or light fixtures.
- f) During certain seasons/events when the Church is decorated, these decorations must remain in place. Do not remove or replace any decorations without prior approval.
- g) No tape of any kind should be used to affix things to the walls.
- h) No nails or other sharp objects are to be used in/on the decorations as they might scratch or tear the furniture.

- i) Only dripless candles shall be used.
- j) Protective coverings are to be used under decorations that may damage carpet or furnishings.
- k) There will be no alcohol allowed on the Church property. This also includes the new “non-alcohol” beers and coolers, etc.
- l) There will be no illegal drugs allowed on the Church property.
- m) There is no dancing permitted on the Church property.
- n) There will be no tobacco products of any kind allowed on the Church property. This includes all buildings and on all property owned by the Church.
- o) There will be no food or drink, with the exception of bottled water, allowed in the Sanctuary or in any rooms used for dressing (upstairs or downstairs).
- p) There will be no gambling of any kind allowed on the Church property. This includes all raffle contest, all Bingo games, all games of chance, etc.
- q) There is very limited storage at the Church. If something must be stored prior to the event, please contact the Buildings and Grounds Committee.
- r) Remove all garbage after the event. The Church’s cleaning staff is not scheduled to clean everyday. There is a Dumpster in the parking lot for garbage.
- s) Report any damage to the Church facilities or equipment to the Church office, Pastors or Buildings and Grounds Committee.
- t) Behavior in the Church facilities will be in keeping with godly principles.
- u) There will be no foul language (verbal or signed) in the Church facility.
- v) The wedding party will be responsible for furnishing all paper products (plates, cups, drinking glasses, forks, spoons, knives, napkins, tablecloths, etc.) or other required supplies for their scheduled event unless prior arrangements are made. Church supplies are not available for non-Church ministry events.
- w) As the Church is used for worship on Sundays and Wednesday evenings, the facility is to be configured for worship at the end of the event.
- x) Birdseed (not rice) is thrown outside the facilities only.

4. MUSIC POLICIES FOR THE WEDDING

- a) The Pastor, Music Director, or Music committee must approve music for the wedding and reception so that no improper music or lyrics are used.
- b) If the Church’s sound equipment is to be used, the Church’s Sound Technician must operate it.
- c) It is the responsibility of the bride and groom to secure the organist or pianist. If the Church’s instrumentalists are used there will be a charge. (See below)

5. WEDDING/RECEPTION FEES

<u>FEE</u>	<u>MEMBER</u>	<u>NON-MEMBER</u>
Pastor’s Fee	\$100.00	\$150.00
Use of Sanctuary	\$ 75.00	\$125.00
Use of Fellowship Hall	\$ 75.00	\$125.00
Organists/Pianists	\$ 50.00	\$ 50.00
Sound Technician	\$ 50.00	\$ 50.00
Opening of Church	\$ 50.00	\$ 50.00
Custodian: Sanctuary –	\$ 50.00	\$ 50.00
Fellowship Hall -	\$ 50.00	\$ 50.00
Refundable Clean-up Deposit	\$125.00	\$125.00
<u>Additional Rehearsals (1 included in contract)</u>		
	<u>\$100.00</u>	<u>\$100.00</u>
<u>Special Needs</u>	<u>To be determined depending on needs, equipment</u>	

& staff