

## **EAST SHORE BAPTIST CHURCH WEDDING/RECEPTION POLICIES**

Controlling Ministry: Pastors  
Revision: Initial Issue  
Effective Date: June 13, 2004

### **1 PURPOSE**

This policy relates to the scheduling, counseling and use of the East Shore Baptist Church facilities for weddings and/or receptions..

### **2 SCOPE**

This policy applies to all pastors, staff, congregational members, and outside parties requesting the Church for the purpose of a wedding and/or reception.

### **3 ENFORCEMENT**

This policy and enforcement are the responsibility of the Pastors.

### **4 SCHEDULING**

- a) Contact the Pastor for his availability and counseling.
- b) Contact the Church office for availability of Church facilities.
- 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) Weddings shall be scheduled no later than 7:00 PM on Saturday's and receptions end no later than 9:00 PM.

### **5 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.

### **6 USE OF FACILITIES**

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

- a) A Church representative 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) The Church has some candelabra that can be used. Only dripless candles shall be used.
- e) 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 Pastors or Buildings and Grounds Committee for approval and assistance for any decorations that affect the Altar area. Remember that simplicity is the key.
- f) No decorations will be placed on the ceiling or light fixtures.
- g) 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.
- h) No tape of any kind should be used to affix things to the walls.
- i) No nails or other sharp objects are to be used in/on the decorations as they might scratch or tear the furniture.
- 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 Church Office and/or 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.

**7 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)

**8 WEDDING/RECEPTION FEES**

| <u>FEE</u>                           | <u>MEMBER</u>        | <u>NON-MEMBER</u>    |
|--------------------------------------|----------------------|----------------------|
| <b>Pastor's Fee</b>                  | <b>\$125.00</b>      | <b>\$150.00</b>      |
| <b>Use of Sanctuary</b>              | <b>\$100.00</b>      | <b>\$125.00</b>      |
| <b>Use of Fellowship Hall</b>        | <b>\$100.00</b>      | <b>\$125.00</b>      |
| <b>Pianist</b>                       | <b>\$ 50 - \$100</b> | <b>\$ 50 - \$100</b> |
| <b>Sound Technician</b>              | <b>\$ 100.00</b>     | <b>\$100.00</b>      |
| <b>Opening of Church (*)</b>         | <b>\$ 100.00</b>     | <b>\$100.00</b>      |
| <b>Custodian:</b> <b>Sanctuary –</b> | <b>\$ 50.00</b>      | <b>\$ 50.00</b>      |
| <b>Fellowship Hall -</b>             | <b>\$ 50.00</b>      | <b>\$ 50.00</b>      |
| <b>Refundable Clean-up Deposit</b>   | <b>\$125.00</b>      | <b>\$125.00</b>      |

(\*) This fee can be waived if Sound Technician is present for rehearsal and service.

Fees are to be paid at least (2) two weeks in advance of the wedding date.  
 A contract is required – see Form 700-03.

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

Bride and/or Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

E-mail (Optional): \_\_\_\_\_

WEDDING INFORMATION:

Date for wedding: \_\_\_\_\_

Date for rehearsal: \_\_\_\_\_

Use of Sanctuary (Yes/No): \_\_\_\_\_

Use of Fellowship Hall (Yes/No): \_\_\_\_\_

TOTAL FEES REQUIRED:

Pastor's Fee: \_\_\_\_\_

Use of Sanctuary: \_\_\_\_\_

Use of Fellowship Hall: \_\_\_\_\_

Organist: \_\_\_\_\_

Pianist: \_\_\_\_\_

Sound Technician: \_\_\_\_\_

Opening of Church: \_\_\_\_\_

Custodian: \_\_\_\_\_

Refundable Clean-up Deposit: \$125.00

Total: \$ \_\_\_\_\_

Fees are to be paid at least (2) two weeks in advance.

Special Needs/Requirements: \_\_\_\_\_

I have read and agree to the stated

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

And

I agree to protect, indemnify and hold harmless the Staff and Congregation of East Shore Baptist Church from any and all loss, costs, damage or expense, arising from our use of the premises or from any accident or other occurrence on or about these premises, causing injury to any person or property and will protect, indemnify and hold harmless the Staff and Congregation of East Shore Baptist Church from any and all claims, cost or expenses arising from any failure of the requesting party in any respect to comply with and perform all requirements and provisions agreed to and outlined in the Wedding/Reception Policy 700-03 and required by law or ordinance, during the period of occupation.

Signed (Bridegroom): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Bride): \_\_\_\_\_ Date: \_\_\_\_\_

For Church Office Use Only

Signed (Pastor/Staff): \_\_\_\_\_ Date: \_\_\_\_\_

Monies Received: Amount: \$ \_\_\_\_\_

Received By (Pastor/Staff/Secretary): \_\_\_\_\_ Date: \_\_\_\_\_