

Application for Use of Facilities For Weddings at Ferris Hill Baptist Church

Please fill out all the information asked for below. One of the staff members of Ferris Hill Baptist Church will review your application and you will be notified as soon as possible of your approval or decline. In some cases, a personal interview of the bride and groom may be required before approval is given for use of the facilities of Ferris Hill.

1. Information of the Bride:

Name: _____
Street Address: _____
City _____ State _____
Home Phone _____ Cell Phone _____

Church Membership: _____
Current Pastor's Name and Phone: _____

Bride presently lives: ___ by herself ___ with her parents ___ with her fiancé
___ other (please describe) _____

Parent's Names _____
Parent's Phone _____

2. Information of the Groom:

Name: _____
Street Address: _____
City: _____ State: _____
Home Phone _____ Cell Phone _____
Church Membership: _____
Current pastor's name and phone: _____

Groom presently lives: ___ by himself ___ with his parents ___ with his fiancé
___ other (please describe) _____

Parent's Name _____
Parent's Phone _____

3. Date and Time desired for Wedding Day: _____
Date and Time desired for Rehearsal: _____
Date and Time desired for Decorating: _____

What facilities will you need? Check all that apply () Sanctuary () Fellowship Hall
() Kitchen () Other _____.

4. Pastor Who Is Officiating Your Wedding Ceremony: _____
Address of Pastor _____
Phone Number of Pastor _____
Pastor's Denomination _____

Name of Church Pastor Serves _____

5. Why do you desire to have your wedding at Ferris Hill Baptist Church?

6. What type of premarital counseling have you received or will you be receiving? Who will do your counseling?

7. Have you applied to have your ceremony at another church? If yes, what church?

8. I have read the enclosed policies and I agree to abide by them should my application be approved:

_____ (Signed) _____ (Date)

_____ (Signed) _____ (Date)

WEDDING PROCEDURES FOR FERRIS HILL BAPTIST CHURCH

Prior to the Wedding:

- An "Application for Use of Facilities" must be completed and accepted in order to use Ferris Hill Baptist Church for your wedding.
- Wedding dates and rehearsal schedules (time and date) must be cleared with the church office. Please call the church office (623-3500) to reserve the dates on the church calendar once your wedding has been approved.
- There will be a fee for use of the sanctuary (see Facilities Fee Schedule.) The fee must be turned into the church office 30 days prior to the wedding. Checks need to be made payable to "Ferris Hill Baptist Church." Office hours are from 9:00 a.m.- 1:00 p.m., Monday through Friday.
- It is your responsibility to be sure the sanctuary is restored to the way you found it, i.e. all furniture moved back to the original place, hymnals in chairs, etc.
- Keys to the building need to be checked out in the church office during business hours. The secretary will show you which door to come in, how to unlock the double doors in front, and how the doors should be locked back. The keys must be returned to the office the first business day after the wedding.

For the Wedding:

- The couple and wedding parties may dress in the church prior to the ceremony. They can use any rooms that they feel comfortable dressing in, with the exception of the staff offices.
- There is to be no alcohol on the church grounds or in the sanctuary or fellowship hall at any time.
- There is to be no smoking on the church grounds or in the sanctuary or fellowship hall at any time.
- There will be no throwing of rice or birdseed in the foyer, fellowship hall, or sanctuary.

For Receptions:

- Use of the fellowship hall and kitchen (located off the fellowship hall) is allowed, but must be reserved. The church does allow the couple to use our tables and chairs for the reception guests. Please notify the church how many tables and chairs you will be using prior to the reception.
- A fee will be charged for use of the fellowship hall (see Facilities Fee Schedule.) This fee must be turned into the church office 30 days prior to the wedding. Checks need to be made payable to Ferris Hill Baptist Church. Office hours are from 9:00 a.m.–1:00 p.m., Monday through Friday.
- It is your responsibility to make sure the fellowship hall is restored to the way you found it, i.e. chairs and tables in their original location, all utensils clean and back in their proper place, etc.
- Items in the kitchen (pitchers, punchbowls, tablecloths, etc.) may be used for the reception tables and guests. The items used must be washed and returned to their proper storage place. Please do not remove any of the items from the church grounds, with the exception of the tablecloths for washing. If the tablecloths are used, the office must be notified prior to the reception and the couple must sign them out. If there are any questions about what to use and where items are located, please contact the church office.
- Food items for the reception may be stored in the kitchen refrigerator. We request that caterers delivering food items check in with the office prior to entering the fellowship hall. Any trays from food delivered or brought in must be removed or discarded prior to the end of the evening.

For Decorations:

The wedding:

- For decorations in the sanctuary, we do allow archways, flowers, candelabras, and so forth. We ask that if candles are used, please use the drip-less, smokeless candles. The family or the couple, prior to leaving the building, must remove all items placed in the sanctuary. If they are rented items that are to be picked up the following business day, arrangements must be made with the church office prior to the wedding for their safekeeping. Items must be secured somewhere in the church and removed from the sanctuary prior to leaving the church. The secretary will designate a room for these items, and the couple will have access to that room for the safekeeping of rented items.
- Ferris Hill Baptist Church will not accept responsibility for items that are discarded or damaged, including rented items left in the building after the ceremony.

The reception:

- It is the couple's responsibility to place any decorations in the fellowship hall.
- The staff is not responsible for making sure the building is open for any times other than office hours. You may decorate during office hours, and may use the tables and chairs the church has. Please do not use offensive decorations for humor. We recommend using tasteful, conservative decorations to enhance the beauty of the event.
- All items placed in the fellowship hall must be removed by the family or the couple prior to leaving the building. If they are rented items that are to be picked up the following business day, arrangements must be made with the church office for their safekeeping. Items must be secured somewhere in the church and removed from the fellowship hall prior to leaving the church. A room for these items will be designated by the secretary, and the couple will have access to that room for the safekeeping of rented items.
- Ferris Hill Baptist Church will not accept responsibility for items that are discarded or damaged, including rented items left in the building after the ceremony.

The Car:

- We understand that car decoration is a tradition, and we do not frown upon this activity. We will not permit it on church grounds if the decorating becomes offensive. (i.e., foul language written on car, sexual inferences being made, etc.) The Pastor will exercise the right to have the decorating stop if he sees this being carried out. Please use your best judgment.

For Music:

- The couple may have use of the soundboard in the sanctuary for their wedding. It is the couple's responsibility to call the Minister of Music at the church office (623-3500) and arrange for a soundboard operator to be at the wedding to operate the board.
- Appropriate background music may be played in the fellowship hall during the reception. We emphasize that it should be appropriate, soft background music. This should be arranged prior to the wedding day.
- Because a wedding ceremony is a worship service, we request that all music be either sacred or contemporary Christian in keeping with the spiritual emphasis of the occasion. If you have questions about whether something is appropriate, the Minister of Music and/or Pastor would be happy to assist. If you would like suggestions for appropriate music, contact the Minister of Music. There is a wide variety of music of differing styles to suit your preference that are perfectly suitable for wedding services. We will be happy to assist you in your choices.

Facilities Fee Schedule

For Non-Members of Ferris Hill Baptist Church:

..... This fee includes the following breakdown

Sound Tech \$25.00

Sanctuary \$50.00

Fellowship Hall \$30.00