

**Circleville First Baptist Church**  
**General Rules for Use of Facilities**

October 2007

1. An application for use of facilities must be completed and returned to church office, outlining specific needs on back of application. Usage restricted to rooms stated on application.
2. Applicant must agree that the activities conform to goals and programs of the Circleville First Baptist Church. **POSITIVELY** no smoking, alcoholic beverage, drugs, profanity, dancing and improper dress or music that would dishonor the name of Christ is permitted.
3. No food or drink is permitted in the sanctuary at any time.
4. The wedding party/family shall be admitted to the church no earlier than two hours prior to the wedding and must leave the church by one hour after the ceremony, or one and a half hours after the ceremony if using the fellowship hall for the reception. Any activity on Saturday evening shall be concluded by 6:30 pm to allow adequate clean up time for Sunday services.  
Rehearsals are to be scheduled between 6:00 – 8:00pm, one – two nights prior to the wedding.  
There will be no admittance to the building without the wedding coordinator present or approval from the church office staff.
5. Kitchen may be used in conjunction with Fellowship Hall but must be restored to original condition. Access to the Fellowship Hall prior to the wedding needs to be coordinated with the Church Secretary and Wedding Coordinator.
6. Church member and families shall abide by provisions of this agreement.
7. All weddings performed by the pastor of Circleville First Baptist Church will be preceded by counseling.
8. Weddings performed by other pastors must be approved by our pastor, or the absence of our pastor – the deacons.
9. For weddings: Use only **bubbles** for showering the bridal couple following the ceremony – **outside only!**  
**No rice or birdseed.**
10. You will secure your own pianist and vocalist. The names and telephone numbers of our musicians will be available upon request through the church office. The wedding coordinator needs their names and telephone numbers prior to the rehearsal date.
11. Our sound system must be operated by our church controlled personnel with compensation as outlined under the fee schedule. The wedding planners need to meet with the sound system controller one week prior to the wedding, along with the pianist and soloist.
12. Each request will be reviewed on an individual basis by the Church Review Ministry Team for approval or denial of usage.
13. If snow removal is necessary, a list of authorized persons can be obtained from the church office at the expense of the user.  
If candles are used in the service, please use **drip-less** ones. Place wax paper under the candles to catch the wax.
14. At no time does the First Baptist Church accept responsibility for injuries to those engaged in the use of the facilities.

**CIRCLEVILLE FIRST BAPTIST CHURCH**

**FEES FOR CHURCH USAGE FOR WEDDINGS AND/OR ANNIVERSARY  
RECEPTIONS/DINNERS OR SIMILAR EVENTS**

<u>FACILITIES</u>	<u>CHURCH MEMBERS</u>	<u>NON-CHURCH MEMBERS</u>
Sanctuary, (2 changing rooms)	N/C	\$300
Fellowship Hall	N/C	\$200
Kitchen	N/C	\$100
Additional Rooms	N/C	\$20.00 each
Wedding Coordinator	\$50	\$50
Sound System	\$50	\$50
<u>Custodial</u>		
Sanctuary	\$50	\$50
Fellowship Hall	\$50	\$50
Additional Rooms	\$15 each	\$15 each

**A DEPOSIT OF \$200 WILL BE PAID AT THE CHURCH OFFICE BY NON-CHURCH MEMBERS WHEN THE APPLICATION IS SUBMITTED. WHICH WILL BE REFUNDED IF FACILITIES ARE DAMAGE FREE OR IF THE APPLICATION IS NOT ACCEPTED BY THE CHURCH REVIEW MINISTRY TEAM. A PROPORTIONATE AMOUNT WILL BE DEDUCTED SHOULD ANY DAMAGE BE DISCOVERED RESULTING FROM YOUR USAGE.**

**NO FEE CHARGED FOR MEMBERS AND THEIR IMMEDIATE FAMILY UNLESS SO STATED.**

**THERE IS NO SET FEE FOR THE MINISTER BUT IT IS EXPECTED THAT AN HONORARIUM BE OFFERED TO HIM FOR THE TIME SPENT IN COUNSELING AND PREPARATION. UNLESS A STATED FEE HAS BEEN FURNISHED BY THE MUSICIANS, THEY TOO SHOULD BE GIVEN AN HONORARIUM.**

**ALL FEES ARE DUE 10 BUSINESS DAYS PRIOR TO THE EVENT.**

## WEDDING INFORMATION

Bride \_\_\_\_\_ Phone: \_\_\_\_\_

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

Groom: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Date of Wedding \_\_\_\_\_ Time: \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time: \_\_\_\_\_

Officiating Minister: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Soloist: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_

# of rooms needed for dressing: \_\_\_\_\_

Do you wish to use the sound system during the ceremony? \_\_\_\_\_ yes \_\_\_\_\_ no

Reception to be held in Fellowship Hall? \_\_\_\_\_ yes \_\_\_\_\_ no

Person in charge of reception if held in Fellowship Hall \_\_\_\_\_

Phone: \_\_\_\_\_

Do you wish announcement in newsletter \_\_\_\_\_ Sunday bulletin \_\_\_\_\_

Date you wish announcement made \_\_\_\_\_ (please include announcement)

See attached sheets for fees and rules regarding the use of facilities.

All those planning the wedding ceremony need to meet with the Wedding Coordinator at least two weeks prior to the wedding date.

We agree to abide by the rules set forth by this church and to hold the church free from liability for any injury sustained in connection with the above requested use of the premises.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Return this form to Church Review Ministry Team, Circleville First Baptist Church, 1540 North Court Street, Circleville, OH 43113 with your deposit.