

Dayspring Baptist Church Wedding Policy

Thank you for considering the use of our church for your wedding. If you decide you would like to have your wedding at Dayspring, we ask that you give us a chance to know you. To this end, we ask all non-members to worship with us on Sunday morning at least twice before the day of their wedding. Our church body has been blessed from God with a beautiful building and grounds, and we are happy to share our facilities with you in the context of guidelines which are as follows.

SCHEDULING

PRIORITY

- Wedding dates cannot be placed on the church calendar prior to one year before the wedding.
- No wedding will be placed on the church calendar without 30 days notice.
- Church-wide activities and programs take priority.
- Weddings will be placed on the church calendar on a “first come” basis.

SETTING THE DATE

A wedding will be placed on the church calendar when:

- Request forms are completed and returned.
- Pastor/Staff/Leadership Team approves the wedding.
- The \$500 damage deposit is paid.

If you wish to have someone other than our pastor perform the ceremony, the officiant must be approved before placing the wedding on the church calendar.

The 100% of the agreed upon fees are due 30 days prior to the wedding.

If the wedding is cancelled, the \$500 damage deposit is fully refundable. If less than 30 days notice of the cancellation is given, 50% of the facility rental and staffing fees will be returned.

TIMING OF CEREMONY/RECEPTION

It is important to allow our custodian time to clean the church before Sunday services. When you meet with the Wedding Facilitator, you will set a start and end time for the ceremony and reception. You will be expected to honor those times.

Dayspring Baptist Church Wedding Policy

FACILITIES

GENERAL COMMENTS

- The sanctuary will seat approximately 200 people.
- Seating capacity of the fellowship hall is _____
- Total capacity of the foyer is _____
- Outdoor spaces may be used for weddings and receptions. The church does not provide tables, chairs, or tents. The ceremony space fee applies to indoor or outdoor use.
- Reception spaces are available for an additional fee.
- Smoking is not permitted within any part of the church building.
- No alcoholic beverages may be served or consumed on the church premises. Anyone appearing to be under the influence of alcohol or controlled substance will be asked to leave the premises.
- No food or drink is allowed in the sanctuary.
- Wedding party should see that guests stay in the areas of the church reserved for the wedding.
- Rice and confetti are not permitted. Birdseed and bubbles are allowed, but should not be distributed until guests are outside.
- A damage fee of \$500 is required at the time the wedding is placed on the church calendar. When the church is found to be left in good condition, the damage deposit will be returned. If the damage deposit does not cover actual damage made by the wedding party or guests, the bride and groom will be held responsible for the remainder of the expenses.

DECORATIONS AND FLOWERS

- All decorations should be approved by the Wedding Facilitator.
- No decorations may be attached to any of the walls or woodwork by tacks, glue, nails, screws, wire, or anything that could scratch or damage the finish.
- All decorations must be removed immediately following the ceremony, unless previous arrangements have been made with the Wedding Facilitator. This includes decorations in the fellowship hall. Any items left will be disposed of.
- Dayspring Baptist Church is not responsible for any lost, damaged, or stolen personal or rented items.
- Decorating for the rehearsal or wedding and all deliveries must be done during church office business hours, or special arrangements will need to be made. Church office hours are Tuesday through Friday, 9:00 AM to 3:00 PM.
- Pulpit and other chancel articles may be removed from the platform, with approval from the Wedding Facilitator. However, all must be returned to their original locations by the wedding party. Piano, organ, and choir chairs may not be removed or rearranged. Use of helium-filled balloons is limited to the fellowship hall only.
- Floral arrangements and other wedding decorations are the responsibility of the bride and groom.
- Only artificial flower petals may be scattered by Flower Girls. (Real flower petals stain carpeting if stepped on).

Dayspring Baptist Church Wedding Policy

- Whenever candles are used, they must be the dripless variety and must be in a candelabrum that will catch drippings. The floor must be thoroughly protected.

RECEPTION

- A fee is charged for use of the fellowship hall or foyer for a reception. (Refer to Fee Schedule.)
- Kitchen cleanup is the responsibility of the wedding party.
- The church provides reception space, tables, and chairs. The church does not supply linens, utensils, china, glassware, decorations, etc.¹

CEREMONY

Wedding

- All wedding music is to be approved. Church musicians are available to help choose appropriate music if you need assistance.
- Our pianist/organist has first refusal for all weddings. The fee is \$200 for a consultation to discuss music for the wedding, a short program preceding the wedding ceremony, and performing all keyboard music at the wedding. There is an additional fee of \$75 for attendance at the wedding rehearsal.
- All musicians involved in the wedding should have their music 30 days prior to the wedding.
- If sound equipment or lighting is needed, we require that you use one of our trained sound technicians. The sound technician's fee is \$100.

Additional Information About The Ceremony

- You are responsible for providing and copying your own wedding bulletins.
- Any special requests should be in writing at least 30 days before the date of the wedding.

¹ Exceptions will be made for members of the church and when the church's caterer, Extra Thyme Catering is hired for the reception. Arrangements should be made through the Wedding Facilitator.

Dayspring Baptist Church Wedding Policy

FEES

- **The damage deposit of \$500 is due at the time the wedding is placed on the church calendar.**
- **All other fees are due 30 days prior to the wedding.**
- **Make all checks payable to *Dayspring Baptist Church*.**
- If the bride, groom, or one of the parents is a church member, there will be no charge for the use of the facilities. Church membership should be for at least 6 months prior to placing a wedding on the church calendar.

Fee Schedule

Damage Deposit	\$500 (Refundable if church is left in good condition)
Use of Ceremony Space	\$600 (Includes wedding and rehearsal)
Fellowship Hall Use	\$350 (Reception or rehearsal dinner)
Foyer Use	\$100 (Small reception)
Organist/Pianist	\$200 (Ceremony & Planning)
Organist/Pianist	\$75 Rehearsal
Pastor Officiating	\$300 (Includes wedding and rehearsal)
Wedding Facilitator	\$250
A/V technician	\$100

Dayspring Baptist Church Wedding Policy

WEDDING FACILITATOR RESPONSIBILITIES

All couples getting married at Dayspring Baptist Church will work through the church's Wedding Facilitator. The Wedding Facilitator will provide the following assistance:

- Explain church wedding policies in detail to bride, groom, and interested parties. Secure signatures showing that the couple to be married understands and is willing to follow the church wedding policies.
- Work with the minister, organist/pianist, sound/lighting technician, custodial help, bride/groom, and other support personnel in coordinating all aspects of the rehearsal/wedding/reception.
- Assure that church policies are followed.
- Periodically meet with the bride to answer questions, finalize plans and act as liaison between the bride and staff. Verify everything before rehearsal.
- Work with the bride's wedding coordinator when needed.

Rehearsal:

- Have bride prepared for prompt and organized rehearsal.

Day of Wedding:

- Be available for deliveries, set-up, and last minute details.
- Assist bridal party.
- Make sure dressing rooms are maintained.

Dayspring Baptist Church Wedding Policy

REQUEST FOR WEDDING RESERVATION		
DATE:		
BRIDE		
Name:	Phone:	Email:
Address:		
Work Address:	Phone:	
GROOM		
Name:	Phone:	Email:
Address:		
Work Address:	Phone:	
FUTURE ADDRESS:		
Is the bride or groom a member of Delmar Baptist Church? YES NO		
Are any of your parents members of this church? YES (name) _____ NO		
WEDDING AT DAYSPRING BAPTIST CHURCH		
Day:	Date:	Time:
Reception at Delmar: <input type="checkbox"/> Yes Please indicate location: <input type="checkbox"/> Reception Foyer <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> No If no, list location of reception:		
Rehearsal Day:	Date:	Time:
FACILITIES NEEDED (please check)		
<input type="checkbox"/> Sanctuary for rehearsal	<input type="checkbox"/> Fellowship Hall for rehearsal dinner	
<input type="checkbox"/> Sanctuary for wedding	<input type="checkbox"/> Fellowship Hall for reception	
<input type="checkbox"/> Foyer for reception	<input type="checkbox"/> Other	
Officiating Minister(s):		
Accompanist:	Soloist(s):	
We have read the Delmar Baptist Church Wedding Policy, agree to follow it, and accept responsibility to inform the entire wedding party of any portions of the policy relating to them.		
Bride's Signature:	Date:	
Groom's Signature:	Date:	

FOR OFFICE USE ONLY

Date Form Received:	Date Approved by Pastor/Staff/Leadership Team:
Date Wedding placed on calendar:	
Date Deposit Fee Received:	Date Remaining Fees Received:
Date Bride is called for confirmation:	Date Damage Deposit is returned: