

WEDDING FACILITY USE FORM – JBC MEMBERS

Internal Use Only (pink)
Pastor Approval _____
Janitor _____
Soundroom _____
Wall Calendar _____
Website Calendar _____
Deposit Received _____
Request for Check _____

Date Submitted: _____ Wedding Date: _____

Groom's Name: _____ Cell: _____

Email Address: _____ Home Phone: _____

Bride's Name: _____ Cell: _____

Email Address: _____ Home Phone: _____

Parents of Bride/Groom (circle one): _____

Address: _____

Home Phone: _____ Cell: _____

Email Address: _____ Work Phone: _____

Officiating Pastor: _____ Church: _____

Any pastor, other than those on JBC staff, conducting a wedding at JBC must be theologically in harmony with the JBC Statement of Faith and approved by a member of the pastoral staff; additionally, the service must be approved by a member of the pastoral staff.

Pastor's Signature for Approval: _____ Date: _____

We hereby request the JBC Board of Deacons to approve the use of the church building for our rehearsal & wedding on:

Rehearsal Date/Time: _____ / _____ Room(s) Needed: _____

Wedding Set-up Date/Time: _____ / _____ Room(s) Needed: _____

Wedding Date/Time: _____ / _____ Room(s) Needed: _____

Reception Set-up Date/Time: _____ / _____ Room(s) Needed: _____

Reception Date/Time: _____ / _____ Room(s) Needed: _____

FEES: A \$100 deposit must accompany this form in order to receive approval.

Make checks payable to: Jamestown Baptist Church.

AUDIO / VISUAL NEEDS: See #9 on back

Deposit (include with this form) \$100.00

Auditorium Custodial \$150.00

Gym Custodial (cleaning only) \$100.00

Atrium/Mtg. Room Custodial \$ 25.00

Wedding/Rehearsal Sound Tech \$ 75.00

Reception Sound Tech \$ 50.00

DVD Copy of Wedding/Computer Tech \$ 50.00 (a single, wide-angle view only)

Set-up/Take-down fee for Gym \$12.00/hr. (tables & chairs) _____ hours x \$12 = \$ _____

Sanctuary Sound System

Gym Sound System

Microphones

Power Point

Projector

TV/DVD Unit

Total Fees listed above \$ _____ Payment in full is due 2 weeks prior to event.

Approved By Board of Deacons: _____ Date: _____

\$100.00 Deposit Received Total Payment: \$ _____ Date Received ____/____/____

Deposit NOT Fully Returned – Reason _____ Amount: \$ _____

OVER

GENERAL GUIDELINES: The intent of this policy is:

- To ensure that our facilities are treated with the utmost care, so that it will be a useful and efficient meeting place for many years to come – to the glory of God.
- To make as little work for others as possible in cleaning, upkeep and repairs.
- To establish how, when, by whom, and at what cost (if any) the facilities may be used.

We will obey the following listed requirements:

1. Use of the facilities is not to conflict with or in any way jeopardize the regular services or scheduled events of our church. The facilities are offered for use on a first-come, first-serve basis.
2. A refundable \$100 deposit is required at the time the application is submitted to reserve the date and to cover any additional janitorial expenses.
3. Please do not forget others who have worked to make you wedding special (custodians, sound system operators, organist, vocalist, and pastor). See the fee schedule for required payments.
4. The applicant will make financial arrangements with the organist & vocalist in advance of the services.
5. Any person or group using the facility must have a responsible adult who is at least 21 years of age IN THE ROOM (recommended 25 years old).
6. The facility is to be left as it was found (properly cleaned and organized), unless arrangements are made in advance. An added maintenance fee will be charged if the facilities are not cleaned and set up as they were found (at \$12.00 per hour). Your access to rooms is limited to those specified on this form. ALL other rooms are OFF limits. PLEASE keep children out.
7. The applicant will not hold Jamestown Baptist Church responsible for any equipment, accessories, or fees which are lost, stolen, or damaged during the rehearsal, wedding, or reception.
8. To ensure adequate time is allowed to prepare the facility for the Sunday morning service, all parties are asked to be out of the facility by 7:00 pm on Saturday evenings (unless provisions have been made). After 7:00 p.m. you must clean rooms.
9. All electrical and mechanical equipment (audio-visual equipment, temperature controls) is to be operated by church personnel only. Audio-visual equipment MUST be operated by sound tech only.
10. Alcoholic beverages are not permitted on church property. Tobacco use or alternatives will *not* be allowed on church property. Dancing must be limited to the couple’s first dance and father-daughter and/or mother-son dance. All activities must be appropriate, as evaluated by the JBC board applying biblical principles and the generally recognized practices of this church. (Ask for clarification) Use of the wedding facility will be granted pending final approval.
11. Permission is required to put up decorations. Pianos, organ, keyboards, drums, or other furniture may be moved by church personnel only. Thumbtacks, nails, etc. are not to be used to fasten items to walls or furniture without prior approval.
12. NO red punch or juice is to be served!
13. A janitor will contact you at least one week prior to your event to arrange opening/closing of doors.
14. Requests for facilities are to be made at least two weeks in advance (preferably more).
15. This Request Form may be revoked at any time by the board of Jamestown Baptist Church even after approval.

Violation of these guidelines will result in forfeiture of the deposit and additional fees may be imposed. The person or group using the facility shall save and hold blameless Jamestown Baptist Church from any and all liabilities or responsibilities arising from an incident in the use of the facility, it being understood and agreed that the church assumes no obligations respecting the usage of the premises by the person or group. Evidence of satisfactory liability insurance may be required.

Person Responsible of group using the facility is responsible for all damages. (Signing this form shall constitute an agreement to reimburse the church for any damage.)

I have read and agree to all the terms of this Facility Use Request Form:

Groom’s Signature: _____ Phone #: _____

Brides’ Signature: _____ Phone #: _____

Person responsible has read and received a copy of this form & shall be liable for damages or violations of stated policy.