

## **POLICY FOR USE OF THE CHURCH FACILITIES**

A *Use of Facility* form is available upon request in the church office or online at [www.statesvilleroadbaptistchurch.org](http://www.statesvilleroadbaptistchurch.org). Each form needs to be turned in to the church office and reviewed by the Administrator and Music Director. They, along with the Pastor, will approve all requests.

### **FEES**

|                |   |
|----------------|---|
| Church Members | No charge for any approved non-church related activity  |
| Non-Member     | \$100 for each function for any approved non-church activity<br>Example of fees if a wedding: Rehearsal, \$100; Ceremony, \$100; Reception, \$100 |

Members of the church will do it's own clean up for the event or make arrangements and pay for facilities clean up crew to come in after event. It is recommended to use of the church facilities clean up crew.

Unless other arrangements have been made the church member will be responsible for securing a key from the church office during office hours the day of the activity; they will also return the key the first workday after the activity, during office hours. It may be necessary to have facilities team on site, if so a fee may be involved for their services. **All events must conclude, including the clean up no later than 10pm.**

Non-church members (family members of members) will be responsible for setting up an appointment with the church and the Facilities team to get access to the buildings the day of the function. Facilities persons will be on site for event and paid for their time.

Use of the buildings by another church or sister church will be at the discretion of the Pastor.

No one, member or non-member, will be allowed to prepare or decorate for any event during the time of worship or during the time of any other planned ministry at the church.

### **WEDDING POLICY**

Wedding ceremony will be held in a Christian context and that the ceremony be worshipful. Members of the church and non-members of the church may use the worship center at a time agreed upon by the minister and/or church office and the marriage couple. The scheduling of weddings in the church worship center will be at such times as to avoid interference with the church's program of ministries, service and activities. The date of the wedding must be cleared through the church office so as to avoid conflict with the church calendar. This ought to be done well in advance of the wedding date, preferably three months. Guest ministers may be invited to participate in the wedding ceremony upon approval of the church pastor.

The wedding party is responsible for the Worship Center to be cleaned and ready for the upcoming service. The church administrator can organize a crew for clean up. You are responsible for that fee.

Non-members may use the church for a fee. This fee will be applied to utilities. The church does not look upon weddings as a source of revenue.

Checks should be made payable to the church and delivered to the church office at least one week prior to the wedding. These fees do not include any monies for the pastor, musicians, soloists, sound technicians, facilities persons, and wedding director. Separate checks should be written for all of the above.

### **MUSIC**

Arrangements for music should be cleared with the Pastor and/or Music Minister. If you request for the stage to be cleared a fee will be charged for a technical person to clear the stage and reset for the upcoming worship service. It is more practical to rent wedding dividers to cover any instruments on the stage. Church musicians may be invited to participate in the ceremony. Fees will need to be discussed with each musician used.

## **WEDDING DIRECTOR**

A wedding director of the couples choosing should be selected to assist in the wedding. The church can furnish a director if the couple so chooses. The church's wedding director's fee is \$ 75. The wedding ceremony is to be in the hands of the minister.

## **FLORIST AND DECORATIONS**

Church furniture may only be rearranged with the minister's approval. Church instruments and The Pastor along with the Minister of Music can only approve stage rearranging. A fee will apply here.

Tacks, nails, pins, screws, etc. will not be put in the furniture. When candles are used appropriate coverings will be used on the floor to prevent wax from damaging the carpet.

Florists and/or bride will be responsible for the clean up of the flowers, boxes, etc. When damages occur, the wedding couple will be responsible for making repairs to the satisfaction of the Properties Committee.

## **RECEPTION AND CATERERS**

The Fellowship Hall is available for rehearsal parties and wedding receptions. Unless other arrangements have been made, all silverware, dishes, etc. will not be furnished by the church unless prior arrangements have been made with the pastor. If you have been given permission to use the church dishes, utensils etc. they need to be washed and put away. Any use of the kitchen and fellowship hall requires a through cleaning before leaving, counters wiped down floors swept, mopped for spills and trash taken out. The trashcans are located outside beside the small brick building in the parking lot. If you have been given permission to use the church dishes, utensils etc. they need to be washed and put away. The church does not provide paper products or cleaning supplies. You must bring those as well.

Alcohol is not allowed for any event at the church.

Decorating will not be allowed during hours of worship.

## **LIABILITY**

The church is not liable for personal items or money belonging to the wedding party. Any damages done by decorators, florist, photographers, caterers or others must be repaired to the satisfaction of the Properties Committee.

## **GENERAL COMMENTS**

All birdseed throwing is to be done on the outside of the buildings and if any is left on the porch, steps, sidewalk, etc it **must be cleaned up** completely. This could be dangerous and cause someone to fall. No rice or confetti can be used.

**If you have any questions about the Policy For Use Of The Church Facilities, please call the church office and someone will be glad to speak with you.**

**Statesville Road Baptist Church, 4901 Statesville Road, Charlotte, NC 28269. 704.596.2031.**