1936 E Hazel (256.82	HEM BAPTIST CH LKWOOD SECTION GREEN, AL 3575 8.4835 BBCHG.C	Form Returned on Deposit: Cash	For Office Use Only Form Returned on/ Deposit: □Cash □Check \$ Deposit: □Cash □Check \$		
Wedding Rese	rvation Form				
Wedding Date:		Wedding Time:			
Rehearsal Date:		Rehearsal Time	:		
Bride:		BBC Member?: □Yes □No			
Address:					
Phone: Home		Work	Cell		
Email:					
Groom:			BBC Membe	er?: 🛛 Yes 🗖 No	
Address:					
Phone: Home	Phone: Home		Cell		
Email:					
Wedding Director:			BBC Membe	er?: 🛛 Yes 🗖 No	
Phone: Home	one: Home W		Cell		
Email:					
Anticipated Number of	of People Attending:				
Rehearsal Location:					
Worship Center	Youth Center	Family Life Center	Front Lawn	Back Lawn	
Other:					
Wedding Location: Worship Center	Youth Center	Family Life Conton	Front Lawn	Back Lawn	
Other:		Family Life Center	FIOIIL LAWII	Dack Lawii	
Reception Location:					
Family Life Center	Solid Rock Café	Front Lawn	Back Lawn		
Other:					

Other Items: (please specify quanti	ty)			
Tables: 60" Round x 8' Rectangle		X	6' Rectangle Tables x	
Chairs: Pres	chool size Moon Bounce	□Podium	TV/VCR	TV/DVD
□White Tablecloths: #				
Media Personnel: (At least one	person is required if <u>anything</u> is	to be turned on in	the sound booth in e	ither Worship Center.)
Sound Requested? □Yes □N	0 (CD's, DVD's, Instruments,	Voice)		
PowerPoint Requested?	S INO (This does not include	design of a Powe	er Point presentation	.)
Theatrical Lighting Requested	? DYes DNo (This does not	t include reposition	oning of lighting sys	stem.)
Cleaning:				
Active Member of Bethle	hem Baptist Church. (confir	m with church of	ffice)	
required to secure the	rovided and must be follow wedding date, and may be r ance personnel to clean after e schedule.)	refunded the wo	0 1	
□Non-Member or Inactive	Member of Bethlehem Bap	otist Church. (co	onfirm with church o	office)
There is a fee for the Betl Please see fee schedule.	hlehem Baptist Church main	ntenance perso	nnel to clean after	r the wedding.
		Non-Members	& Inactive Mem	bers: Fees:
Active Members:		Facility: \$500.00		
Facility: \$0		Cleaning: \$30	0.00	
Cleaning: \$300		Media: \$200 x	<u> </u>	
Media: \$200 x		(includes rehe	arsal & ceremony	Ċ)
(includes rehearsal & cer	emony)	On-site Direc	tor: \$200 (for 4 l	nours plus

Other: \$_____

On-site Director: \$200 (for 4 hours plus \$50 hour, responsible for opening/ lockup)

Special Instructions/ Comments:

Bethlehem Baptist Church Policies for Facility Use- General

- All requests and approval for the use of the facilities must go through the church office, well in advance of the activity. All areas will be closed to social activities during regularly scheduled church wide meetings and will be closed 15 minutes prior to all worship services.
- Only Bethlehem Baptist Church active members, groups and organizations will be permitted to reserve all or part of the facilities as "rent free", with the possible exception of other churches or church related groups in our area. (These exceptions would be subject to approval by the Church Staff, and a nominal fee may be charged if approval is granted.) For non-members and other non-related organizations, a nominal fee based on usage will apply. Inactive members and non-members will pay a building, cleaning and media fee.
- Reservations are limited to a maximum of one per family, per month.
- Event time limit is 2 hours. You are allowed 1 hour before for preparation and 1 hour afterwards for cleanup. (Total time: 4 hours.) Weddings are allowed 8 hours the day prior for decoration in main worship center if available. Day of wedding 8 hour maximum use.)
- Reservations may be made only by an adult, age 19 or older. This person will fill out all paperwork and will sign to get the key as the person in charge. This person <u>must</u> be present for the duration of the event. He/she will be held responsible for supervision, clean-up and any damages. Non-members must have an on-site church representative present to open and close the church and remain on premises during the event.
- Only the area(s) scheduled will be used. The person(s) in charge are responsible to see that your group does not wander into other areas.
- Reservations will be made on a first come, first serve basis. Church events always have priority over social events. In the event of a conflict, Bethlehem Baptist Church groups will take precedence.
- Reservations should be promptly cancelled if plans are changed.
- Those participating and enjoying the activities at Bethlehem Baptist Church should conduct and dress themselves accordingly. Halter-tops, short shorts, etc are not acceptable apparel.
- No tobacco of any kind will be allowed inside any part of the buildings. The person in charge is responsible for making sure that there is appropriate cigarette disposal and that there are no cigarette butts on the church property.
- No alcoholic beverages or profanity of any kind are allowed on the premises <u>at all</u>.

- Floors: When playing basketball or other sports inside the Family Life Center, please wear tennis shoes only. When returning chairs and tables, do not drag them, use hand trucks or carry them. If anyone associated with your group makes marks on the floor, you will be held responsible for cleaning or paying for the cleaning service to have the marks removed/repaired.
- Bethlehem Baptist Church assumes no responsibility for loss, injury, or damages to persons or property. This is the responsibility of the applying individual or group.
- If major damages occur to facilities during the event, report it to the church office and coordinate the payment and/or repair work.
- The person in charge is responsible for signing out the building key(s) and alarm code within 2 days of the event, during regular church office hours. The key should be returned to the office **promptly** after the event. (Keys will not be assigned to members on a permanent and/or extended basis with the exception of paid staff, deacons and ministry directors whose use of the FLC is necessary for fulfilling their ministry.)
- Set up time of your event must be authorized by church staff because of Bethlehem Christian Academy and Summer Care program. Be sure to discuss set up time with a staff member.
- If your event is cancelled, half (100%) of the deposit amount will be refunded, if church has been given one week (7days) notice, in writing, of the cancellation.

Cleaning:

- The person in charge will be responsible for making sure all areas used are cleaned. The building should be left ready for the next function scheduled... "Better than you found it."
 - If you take out tables and chairs, put them back in storage area(s) when done;
 - Clean floors: sweep and mop any spills that occur during your event;
 - Take garbage bags to the dumpster located on the East side of the Family Life Center awning and replace garbage bags in each trash can used;
 - Clean stoves and sink areas;
 - Take home all items brought with you (including food);
 - Clean restrooms
 - Tablecloths must be washed, starched, pressed and hung on hangers when returned to the church. Tablecloths must be returned within three (3) business days or be-fore the next scheduled function, whichever comes first.

I agree to the Facility Use Policy of Bethlehem Baptist Church.

Person in Charge:

-	Printed Name		Signature
Office Use:			
Key #	_ Code #	Date Issued:	Staff Member's Initials:
Date Returne	ed:	_ Staff Initials:	

Bethlehem Baptist Church Policies for Facility Use - Weddings

These items are in addition to those found on the "Policies for Facility Use- General".

- Only a Christian emphasis is permitted.
- Marital Counseling is imperative for all couples that wish to be married at Bethlehem Baptist Church, even if there is a guest minister officiating the ceremony.
- All guest ministers must be approved by the current Pastoral Staff of Bethlehem Baptist Church.
- All weddings are to be scheduled in the same manner as any other social event. Church events will always have priority. If there is not a church event scheduled, active members have first priority. Non-members will be allowed to schedule a wedding no earlier than 90 days prior to the event, to assure a member's priority.
- Weddings can not be conducted after 4:00pm and must be concluded by 7:00pm (including the reception and photos) on any Saturday evening to ensure that the maintenance personnel have plenty of time to have the church ready for Sunday morning worship services.
- Rice shall not be used inside or outside the building. Birdseed or bubbles are acceptable.
- Protective materials shall be used for items such as candles, sand, etc.
- Bethlehem Baptist Church's Media Personnel is required, for a fee, if any lighting or sound equipment is to be used. (Media Personnel are volunteers for church activities, but are hired for social events held at the church.)
- Lyrics for music used in the rehearsal, rehearsal dinner, ceremony or the reception must be approved by the Bethlehem Baptist Church staff.
- You may use any furniture, dishes, greenery, etc in the church, but you must reserve prior to weeding, clean and return all items to the proper place immediately after use
- Return all chairs, podiums and other items to their proper place.
- Your wedding party and/or family is responsible for returning all rental items.

□ I agree to the Facility Use Policy of Bethlehem Baptist Church.

Person in Charge:

Printed Name