

2.4 - WEDDINGS

General Policy

1. No wedding shall take priority over church-scheduled functions.
2. The church reserves the right to refuse the use of its facilities for weddings deemed in conflict with the Elkdale's Constitution and Bylaws.
3. Each wedding ceremony should be viewed as a worship service and, as such, should be performed with the dignity and sacredness of any worship service. If the wedding is not performed by an Elkdale minister, the elements of the ceremony are to be reviewed by an Elkdale minister for appropriateness.
4. Understanding the sacredness of marriage uniting one man and one woman, Elkdale requires that the prospective bride and groom undergo intentional premarital counseling before using the facilities for a wedding.
5. If an Elkdale minister is not performing the ceremony, the visiting minister must contact an Elkdale Minister to confirm that premarital counseling has taken place.
6. All weddings are required to use the services of the Elkdale Wedding Coordinator (*see fee schedule*). The Elkdale Wedding Coordinator is to ensure that the ceremony adheres to Elkdale's wedding policy. The coordinator will be present, as needed, to assist the wedding party.

Scheduling

1. The church office controls the scheduling of weddings. Weddings are scheduled on a first-come, first-served basis. No wedding shall be scheduled more than twelve months in advance.
2. Weddings may not be scheduled on Sundays, holidays, or the last two weeks of December.
3. A completed wedding reservation form along with a \$200.00 refundable deposit is required to secure the wedding date. Reimbursement of the deposit may occur only after assessment of facilities following the wedding.
4. The Fellowship Hall is available for receptions. Reservations for the use of this facility should be made at the time the wedding is placed on the church calendar.

Decorations

Care must be taken to protect the church property against damage. The wedding party will be required to pay for any damages to the church building or equipment. The following guidelines must be observed:

1. Decorations and decorative equipment must be furnished by the wedding party.
2. Any wedding scheduled in December will incorporate the church's decorations in the wedding décor.
3. No nails, tacks, staples or tape may be used to attach decorations or equipment to the walls, woodwork, furniture or floors.
4. Only non-wax dripless candles may be used.
5. All decorations must be removed immediately following the ceremony unless previous arrangements are made with the Elkdale Wedding Coordinator.
6. Furniture, flowers, or decorations belonging to the church may be moved only upon approval of the Elkdale Wedding Coordinator. It will be the responsibility of the wedding party to move these items and return them immediately following the ceremony.
7. At the church's discretion, wedding parties may be issued a key or the Elkdale Wedding Coordinator may provide access. Keys should be returned on the next business day following the ceremony. Loss of keys may result in additional fees.
8. Flowers may not be placed on the cross in the church. No exceptions will be granted.
9. Permission is required for the use of church audio/visual equipment. Only authorized church personnel and volunteers may set up and use this equipment upon payment of the fee (*see fee schedule*).

Fees

- The pastor's fee is determined by the pastor and payable to the pastor.
- Musicians' fees are determined by each musician and payable to the musicians.
- All other fees are payable to Elkdale.
- No fee is charged for use of the church facilities if the bride, groom, or an immediate family member of the bride and groom, is a member of Elkdale.
- All fees must be paid in full one week prior to the wedding date.

Fee Schedule:

Elkdale Wedding Coordinator	\$200.00
Audio/Visual Technician	\$100.00
Janitorial Fee	\$200.00
Building Rental (non-member)	\$350.00
• Sanctuary	
• Fellowship Hall	
• Parlor	
Tablecloths	\$6.00 per tablecloth

Photography

1. The wedding party must coordinate with the Elkdale Wedding Coordinator for the scheduling of wedding photography.
2. Photographers must not distract or disrupt the sacredness of the wedding. This includes no flash photography during the ceremony.

Miscellaneous

1. No alcoholic beverages of any kind may be served or consumed on the church premises.
2. No smoking is permitted in the church buildings.
3. No rice or birdseed may be used on church premises.
4. Hymnals and Bibles are not to be removed from the sanctuary.
5. If keys are issued, the wedding party must lock all doors, set alarms and restore thermostats to previous setting upon exiting.
6. Non-reusable supplies (e.g. plates, cups, napkins) will not be provided by Elkdale.

**2.4.1 - Elkdale Baptist Church
Wedding Reservation Form**

Wedding Date: _____ Time: _____

Elkdale Member: ___ Yes ___ No

Minister(s): _____ Phone: _____

Premarital Counseling Counselor: _____ Phone: _____

Rehearsal Date and Time: _____

Reception Site and Time: _____

Bride's Name & Address

Groom's Name & Address

Phone: _____

Phone: _____

Email: _____

Email: _____

Wedding Director: _____ Phone: _____

Will flowers from the wedding be available for the church the following Sunday? ___ Yes ___ No

Elkdale Wedding Coordinator: _____ Phone: _____

*I have read and hereby agree to abide by the wedding policy of Elkdale Baptist Church.
I understand that Elkdale is not responsible for injury or loss of property.*

Signature of Bride

Signature of Groom

Date _____

Date _____

For Office Use Only:

Deposit Amount: _____ Date received: _____

Received by: _____ Cash or Check (Check Number) _____

Total Fees Due: _____ Date Fees Due: _____

Received By: _____ Date Received: _____

Cash or Check (Check Number) _____

Deposit Return: Yes or No (Reason: _____)

Returned date: _____ Returned by: _____