



BLUE SPRINGS CHRISTIAN CHURCH

LOVE GOD. LOVE PEOPLE. HEART TO SERVE.

Wedding Guidelines

Rev. 2026

The Bible says when a man and a woman are married, they become "one flesh." This concept of oneness makes a marriage relationship the most important commitment a person will ever make to another human being. Because of the significance of this commitment, ministers at Blue Springs Christian Church will officiate weddings under the following guidelines.

PRIOR TO SCHEDULING A WEDDING and/or REQUESTING MINISTRY STAFF TO OFFICIATE, a couple must read these Wedding Guidelines and agree to abide by the direction and intent of these guidelines.

GUIDELINES

1. The couple will honor God's direction in the Bible for marriage by obeying the following: a believer is not to marry an unbeliever (2 Corinthians 6:14-15); the couple is to abstain from sexual intimacy until they are married (Hebrews 13:4); the marriage shall be between a man and woman [as identified at birth] (Matthew 19:45).
2. The couple is willing to participate in pre-marital education sessions whether through BSCC or outside organization.
3. The couple agrees to abide by the Rules and Fees outlined below.

DIRECTIVES

1. Church related activities and Ministry Events are given preference in scheduling.
2. The couple will work primarily with BSCC Office Administrator in requesting and making facility arrangements.
3. No rice, birdseed, confetti, glitter, etc. is to be thrown inside or outside the church building. Any decorations planned for the event must be easily set up and taken down. Any items hung on wall must utilize masking tape or "Command Strips".
4. Extra chairs (in excess of approximate # of attenders) will not be removed from the Auditorium.
5. All music will be consistent with biblical morals in its lyrics.
6. Inappropriate behavior, alcoholic beverages, illegal drugs, and marijuana are not allowed. Smoking is not allowed inside any church buildings.
7. Candles: Battery-operated or no-drip candles are required with exception of a ceremonial candle lit by the couple.
8. The wedding party or their caterer will be responsible for complete kitchen cleaning with the exception of removing trash and cleaning floor.
9. The attached Fee Worksheet is subject to change. A finalized Fee Worksheet will be filled out by the Office Administrator once all requests have been approved.

BSCC POLICY NUMBER: FBP-6

Blue Springs Christian Church's Food & Beverage Policy for Events

Effective Date: February 2026

Applies To: All events held on BSCC property

1. Purpose

Blue Springs Christian Church welcomes fellowship and celebration through shared meals. This policy exists to protect newly installed flooring, furnishings, and facilities, and to ensure clear expectations for all events involving food or beverages.

2. Scope

This policy applies to: Staff meetings and church-hosted gatherings - Ministry events - Member celebrations - Non-profit and community events

3. Approved Food & Beverage Locations

3.1 Meals may only be served and consumed in **approved dining areas**, including: - Kitchen Coffee House - A234 – Student Worship - Student Zone - Tower Room - Other rooms approved at the time of reservation

3.2 **Meals are not permitted** in the Atrium or Lobby with the exception of light refreshments (water and drinks with lids) in carpeted areas **with prior approval**. Open cups, cans, or lidless beverages are restricted to approved dining areas.

4. Meal Notification Requirement

All food and beverage plans must be declared at the time of reservation, including catered meals, potlucks, desserts, and beverage stations. Undisclosed food service may result in relocation of the event, additional fees, or denial of food service.

5. High-Stain Food & Beverage Restrictions

The following items are not permitted in the Atrium or Lobby and are restricted to approved dining areas only:

- Red or berry-colored beverages (fruit punch, cranberry, grape, cherry, pomegranate, smoothies)
 - Tomato-based foods (sauce, pizza, pasta, chili, salsa, ketchup)
 - BBQ sauce and BBQ meats
 - Sloppy joes, tacos with red sauce, red beans & rice, curry
 - Beets, roasted red peppers
 - Berry-based desserts, red frosting, popsicles
 - Foods or drinks containing red dye (Red 40, Red 3, carmine)
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6. Cleaning, Spills & Damage Responsibility

6.1 All spills must be cleaned in an appropriate amount of time and **prior to leaving BSCC facilities**. The responsible party must notify the Building Host of any spills or damage.

6.2 Damage or staining may result in partial or full loss of deposit and/or additional repair fees.

6.3 All food, trash, and supplies must be removed at the end of the event unless otherwise arranged.

7. Floral & Décor Guidelines

Live plants and floral arrangements must be kept **off the floor at all times**. No live plant material (soil, leaves, petals, or water trays) may be placed on carpet or flooring.

8. Ministry Event-Specific Guidelines

For **ministry events only** (small groups, BSCC events, staff meetings):

- Food and beverages can only be served on non-carpeted surfaces.
 - All food consumption must follow the guidelines in this policy.
 - Food can be consumed on carpeted areas as long as High-Stain Food & Beverage Restrictions and Cleaning Spills and Damage Responsibility sections are followed.
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9. Communication & Compliance

9.1 A facility use summary will be provided prior to the event.

9.2 The responsible party agrees to communicate this policy to all guests, volunteers, and vendors.

9.3 Failure to comply may result in loss of deposit, additional fees, or denial of future facility use.

BLUE SPRINGS CHRISTIAN CHURCH

2025 ADMINISTRATIVE POLICY

BSCC POLICY NUMBER: FAC-5

TITLE: 2025 FACILITY USE FOR CELEBRATION AND FAMILY EVENTS

DATE: July 2018, Revised December 2024, Revised January 2026

Blue Springs Christian Church (BSCC) is glad to be able to offer the use of our facilities for those who call BSCC their church home and community individuals to celebrate various milestones or personal events not connected to church activities or events.

The following guidelines must be accepted by those requesting:

1. The individual or organization and its activities must not conflict with the beliefs and values of BSCC.
2. Inappropriate behavior, alcoholic beverages, illegal drugs, and marijuana are not allowed. Smoking is not allowed inside any church buildings.
3. The event must not include revenue generating purposes.
4. Reservations must be requested at least **three weeks** in advance and cannot be secured more than **three months** in advance, unless approved by Executive Pastor. Graduation Events may be requested beginning January 1 of the corresponding year.
5. The event must aid the fulfillment of the church's vision to "minister to our community".
6. BSCC reserves the right to cease offering the facility for rent to any non-church individual or organization.
7. All wedding requests must follow the Wedding Guidelines.
8. Church related activities and Ministry Events are given preference in scheduling.
9. The Executive Pastor will make the final decision whether an event can be scheduled and if the full return of the deposit will take place.
10. If a reservation is by a church member on behalf of another individual, that church member must be on-site during the whole event as the representative.
11. Any food and beverages must adhere to BSCC Food Policy for events.
 - o MEALS in Approved Room(s) and Spaces only.
 - o NOT ALLOWED IN ATRIUM / LOBBY - Meals of any kind - Red dyed drinks - Tomato-based foods - BBQ, chili, salsa, ketchup - Berry desserts or red frosting - Open cups or cans - Live plants on floor (including flower petals) ALLOWED WITH GUIDELINES - Sealed drinks or drinks with lids - Light refreshments with approval
 - o EVENT HOSTS - Spills must be cleaned before leaving - Table coverings required for meals - Food must be declared at reservation - Damage may affect deposit
 - o Full policy can be found at bscc.org/resources.
12. Any decorations planned for the event must be easily setup and taken down. No use of confetti, glitter, or other party favors that will be difficult to clean up. Any items hung on wall must utilize masking tape or "Command Strips".

General Building Availability:

- 4:00PM-9:00PM Friday
- 12:00PM-5:00PM Saturday
- 1:00PM-6:00PM Sunday

May Graduations

- 9:00AM-2:00PM Saturday
- 3:00PM-8:00PM Saturday

If a different day is desired, a request can be made for consideration.

The available rooms to be reserved are:

Worship Center:

- A234 – can accommodate 60 people with round tables and chairs
- Lobby – can accommodate 150 people with round tables and chairs
- Kitchen

Student Center:

- Student Zone – can accommodate 100 at one time
 - Snack Shack
 - Warming Kitchen
 - Tabletop games
 - Projector
- Tower Room – can accommodate 20-25
 - Upstairs Snack Shack
 - Two televisions

Scheduling Procedure:

- Reservation request is completed online through the church website.
- Once received, the request will be answered within seven business days to either approve or decline.
- All communication on the event will take place with the Office Administrator.
- All fees are to be paid two weeks prior to the event unless other arrangements have been approved.

FACILITY USE

Building Overall:

1. The buildings and furnishings should always be used with great respect and returned in working order.
2. All rooms and areas are to remain locked unless a reservation has been made.
3. No unsupervised children in the building (supervised means you see them and can monitor their behavior)

Worship Center: Atrium, Lobby, and A234

1. No furniture or equipment may be moved without prior permission at time of request.
2. Nothing is to be attached to the walls without prior permission at time of request.

Student Center Student Zone, Snack Shack and/or Warming Kitchen & Tower Room, Upstairs Snack Shack

1. Nothing on or in the student ministry welcome kiosks are to be removed or moved without prior permission.
2. The Snack Shack and Warming Kitchen are not to be used unless requested at time of reservation and must be returned to the condition it was prior to use, and all equipment and utensils are turned off and returned.
3. No Furniture is to be moved unless prior permission is given. Game tables are never to be moved. If furniture is rearranged, it must be put back in as found.
4. Limit food and drink consumption to main area of the Student Zone and not around the Game Systems and Tabletop Games.
5. Breakout rooms are not to be utilized unless they are reserved.

Technical Use (Audio & Video)

1. Requests must be submitted no later than 3 months prior to event.
2. All technical requests must go through the Worship & Creative Arts Minister and/or the Technical Director.
3. BSCC's does not offer a live band.

By signing below you acknowledge that you have read and understand these guidelines and agree to them.

Bride to be: _____

Signature: _____

Groom to be: _____

Signature: _____

Date: _____

BSCC Fee Worksheet

Wedding Fees

Deposit [Refunded if no property damage has occurred AND No Extra Cleanup is Required / At the Discretion of BSCC]

\$200.00 _____

Building Usage

Rehearsal & Ceremony [5 hours total]

\$150.00 _____

M *Exempt*

Reception [5 hours total]

\$150.00 _____

M *Exempt*

BSCC Tech Coordinator

Ceremony Only (4hrs)

\$160.00 _____

Ceremony & Reception (6hrs)

\$240.00 _____

Additional Tech needs (rehearsal, video, extra time, prep)

\$40.00/hr _____

Janitorial & Host Fees

Worship Center & Lobby for Ceremony Only

\$250.00 _____

Worship Center & Lobby for Ceremony & Reception

\$350.00 _____

Lobby for Wedding Ceremony Only

\$200.00 _____

Lobby for Wedding Ceremony & Reception

\$275.00 _____

Removal of furniture and chair set up (price may vary based on area)

~ \$30.00/hr _____

BSCC Minister Honorarium

(Paid to Minister)

\$200.00 _____

Total:

All fees must be paid to the church Administrator as stated below prior to the wedding. If fees are not paid, the dates may be cancelled, and the use of the building forfeited.

Checks are to be made out to:

- Deposit, Building, and Janitorial & Host Fees: Blue Springs Christian Church
- Minister Fee: Specific Minister
- Tech Coordinator: Specific staff member (Receive name from Administrator)

Bride

Signature: _____

Groom

Signature _____

Administrator

Signature: _____