

Wedding Policy for Grace Bible Church of Bend

Mission Statement: Grace Bible Church exists to glorify God by exalting Jesus Christ as Lord and Savior. The vision for this church is that it would be an authentic community of believers who desire to live in gospel community as the body of Christ and family of God, while being missionaries to Bend and to reach the not-yet-saved. Simply put, we are the family of God, on the mission of God, for the glory of God.

Facility Use: Our facility primarily exists for Grace Bible Church's elder-approved ministries and programs. Grace Bible Church reserves the right to refuse usage and rental to persons and parties at the discretion of the elders of the church. Additionally, in heavy seasons of activity, usage may be limited due to the primacy of Grace Bible Church's ministries, and depending on the staff's availability to support the scheduling and organization of such usage. All requests for the use of the facilities should be made by filling out the Wedding Reservation Request Form found at gbcband.org/weddings.

Weddings: Grace Bible views weddings held at the church as religious ceremonies, not merely civil or individual ceremonies. That impacts who we will do weddings for, who we will affirm to officiate a wedding, and the content of the wedding ceremony itself. We see this as a sacred responsibility and therefore have the following requirements to hold a wedding at the church.

Requirements for Holding Weddings in Our Facilities:

1. The Bride or Groom must be a member of Grace Bible Church in good standing or be actively in process towards becoming a GBC member (if not a member, one of the groom's or bride's parents must be members).
2. Bride & groom must receive pre-marital counseling. If counseling is not done through GBC, it must be elder-approved counseling.
3. If the wedding officiant is not a GBC elder or staff, then the elders must approve of the outside pastor.
4. The bride, groom, and wedding officiant must agree with our statement of faith.
5. All weddings are subject to final GBC elder approval.
6. Weddings must be at or under the 470 chair & person limit.
7. All weddings must have a third-party wedding coordinator separate from the wedding party.
8. The GBC Event Communication Coordinator will be assigned to each wedding, communicating directly with the third-party coordinator.

9. The GBC Facilities Director will work with the GBC Event Coordinator on actual physical setup. The Facility Director will not have direct input in the wedding planning or the order of events.
10. The wedding party must provide their own chairs or chair covers to be put over the Worship Center chairs for all wedding events.

Application Procedure:

1. Sign this form and email it to info@gracebibleofbend.org (or drop it off in person at our office).
2. Complete the Wedding Reservation Request Form found at gbcobend.org/weddings.
3. Grace Bible Church staff will receive the request and review the facility calendar to ensure there are no conflicts.
4. The Lead Pastor and Governing Team of Elders will review the couple and approve the wedding overall.
5. The Wedding Couple and their coordinator will meet with the GBC Event Communication Coordinator to review their plan.
6. The Lead Pastor (or his designate) approves the Wedding Plan.
7. The Wedding Policy is signed by the Party Responsible for the Wedding, the GBC Event Communication Coordinator, and the third-party Wedding Coordinator.
 - a. A staff member will call or email the Wedding Couple to let you know whether or not your request has been approved.
 - b. If approved, the Wedding Couple may then begin promoting and preparing for your wedding at GBC.
8. The final weekend schedule must be submitted two weeks prior to the wedding date.

Rental Fees:

- Wedding only: \$500 (Required Fee)
- Wedding with reception: \$1,500 (Required Fee)
- Additional Buildings for Dressing Rooms or Prep Work: \$100 per building (Required Fee)
- Rehearsal Dinner Fee: \$300 per Building (Required Fee)
- GBC trained and approved Sound and/or Media Tech: \$200 each (Required Fee)
- Trash Fee: \$500 (unless Wedding Party hauls away own trash) (Required Fee)
- Light Canopy Fee: \$300 (Optional Fee)

Cleaning & Care:

Grace Bible Church agrees to provide the facilities in clean order. It is expected that a general clean-up will be performed by the Responsible Party (all wedding food, garbage, and decorations must be removed the day of the wedding, including a plan to haul your own trash; otherwise, the \$500 trash fee will be charged). Moving or using any church property/furniture must be approved before the wedding day. If the Responsible Party moves any chairs in the Worship Center, they must provide a work team to accompany the Facility Director for both chair tear-down and for reset. Any chairs or equipment that are moved must be moved back to the original position prior to leaving the facility. The Responsible Party is financially responsible for any damage to the facilities, equipment, or furnishings during the time of usage.

Facility Use Standards

- Saturday events must be finished by 8 pm to allow time for janitor turnover for Sunday morning.
- GBC is a tobacco and alcohol-free campus and facility.
- Room capacities are to be observed when planning events.
- Decorations can only be brought to the venue the day before and/or the day of the wedding.
- For the security of the building, please do not unlock unneeded doors or prop open outside doors.
- No beverages or food are allowed in any GBC facility without prior approval.
- No glitter, rice throwing, or confetti allowed in or outside any of the buildings.
- No paint is allowed in any of the buildings.
- No one is allowed on either the Worship Center stage or Chapel stage unless approved by church staff.
- No touching or playing any instruments on stage.
- No pins, nails, staples, double-sided tape, or glue may be used to attach decorations to the buildings or furnishings, unless previously approved by church staff.
- Whenever candles are used, they must be of the dripless variety and must be in a candelabra or other fixtures that will catch any drips.
- Under no circumstances are church-owned expendables to be used, for example: batteries, paper cups, lids, cup sleeves, coffee, sugar, napkins, plates, etc.
- Only GBC-trained and approved personnel are allowed to operate the audio/visual systems, unless otherwise noted.
- General room clean-up is required by the group using the facility.

- Children should be with their parents or in appropriately supervised groups at all times.
- Damage to the building and damaged or non-working equipment must be reported. Individuals or organizations that use the facility are responsible for the property they damage.
- No athletic activities are allowed inside buildings (appropriate dancing is allowed, however).
- Only GBC-trained and approved adults are permitted to operate the kitchen equipment. Absolutely no food is allowed on stage.
- The drums/shield cannot be moved.
- The church is not responsible for lost, stolen, or damaged articles.

General Policies:

- We do not charge for the photo booth.
- We do not provide any food service for weddings. We do not lend or allow GBC food service items to be used.
- Any food must come from a specific caterer. The caterer is permitted to use our kitchen, but is not permitted to use our items.
- No food will be left on site. GBC will not be responsible for “passing out leftovers” or “giving away freebies”.
- Friday and Saturday events must be finished by 8:00 pm.

Your signature signifies you have fully read and understand this policy and agree to be responsible for its compliance.

I agree to supply Grace Bible Church with a certificate of insurance as proof of liability insurance to cover the event being held at their facility. If there is no liability insurance coverage, I, the undersigned, agree to take full responsibility for the event and the persons involved, whether it is caused by guests, etc., and to reimburse Grace Bible Church for any and all damages (if any) that occur as a result of the event.

Responsible Person: _____ Signature: _____

Date: _____

Phone Number: _____ Email: _____

GBC Staff: _____ Signature: _____
Date: _____ Wedding

Coordinator: _____ Signature: _____
Date: _____