

Facility Use Policies

Section 4

Weddings

4.1 Reservations

Please request the wedding date through the church Facilities Director. The official request form is to be completed and returned to the Facilities Director with a \$100 non-refundable deposit and \$100 refundable security deposit. The non-refundable deposit will be applied toward the total fee of \$1000. The additional \$100 security deposit will be refunded if no damages or violations of the facility use policies occur (see *Fee Schedule* section 4.17). Upon processing of the deposits and calendaring of the wedding date, the church will mail a confirmation letter to you. Scheduling of weddings is on a first come, first serve basis. It is the policy of Austin Ridge Bible Church not to schedule more than one wedding per week. Requests must be made and the deposit received a minimum 60 days prior to and maximum 9 months prior to the requested date.

4.2 Facility Information and Use

Maximum seating capacity in the Worship Center is 620. The basic wedding fee (see *Fee Schedule* section 4.17) includes use of the Worship Center, foyer, main restrooms, prayer rooms, HVAC, use of one cordless lapel microphone, and one church appointed Audio Technician and Light Technician. Variations on the basic use will incur additional fees as noted in the section 4.17 and must receive prior approval through the Facilities Director.

Weddings and rehearsals may not be scheduled during the following times:

Sundays

Saturdays after 8:00 PM

Weekdays (Monday through Friday before 5:00 pm)

Easter (including the weekends before and after), Independence Day, Labor Day, Memorial Day, Thanksgiving Day and day after, Christmas through New Year (the weekend before Christmas Eve through the weekend after New Year's Day)

The building may be used by reservation for wedding preparation and ceremony during the following times:

Friday 5:00 pm – 9:00 pm (maximum 4 hours)

Saturday 8:00 am – 8:00 pm (maximum 8 hours)

All wedding activities, including set-up and clean-up, must begin and conclude within the time allotted for the event.

The foyer is available for receptions for an additional fee of \$200. (see *Fee Schedule* section 4.17). The ARBC Facilities Director may also provide suggestions for other local reception locations.

Only chairs & tables with rubber leg plugs may be used in the foyer. All furnishings, food items, decorations, etc. to be used must be disclosed prior to request approval.

Use of the kitchen includes use of the stove, oven, refrigerator (space limited), microwave, sink, and icemaker. Use does **not** include coffee brewers, utensils, cups, bakeware/cookware, paper goods, or food/drink inventory. The kitchen must be left neat and clean and in the arrangement in which it was found. Food/beverages may not be stored in the kitchen overnight.

4.3 Rescheduling / Cancellation

A written notice of change or cancellation is required. A new request form is required to reschedule the wedding date. The \$100 non-refundable deposit and \$100 refundable security deposit is transferable if the wedding date is changed; however, a new date choice is not guaranteed. The \$100 non-refundable deposit is not refundable if the wedding date is cancelled or a new date is not accepted. The \$100 security deposit is refundable if the wedding date is cancelled or a new date is not accepted.

4.4 Facilities Director

All arrangements for weddings at ARBC must be made through the church's Facilities Director. The director will assist you in scheduling the use of our facility, audio/visual staff, equipment, etc., as well as helping you with any needs you may have while at our facility for your rehearsal and wedding ceremony. You may retain your own wedding consultant for other planning needs, or you may contact the ARBC Facilities Director directly for additional services and fees.

4.5 Who May Perform the Ceremony?

Evangelical Christian ministers may perform wedding services at Austin Ridge Bible Church. If you would like a ARBC pastor to officiate your wedding, please notify the ARBC Facilities Director.

You may choose to use a minister from another church, or an ordained family member or friend. The approval of this individual must come from the ARBC pastoral staff. This approval must come from the pastoral staff before the request is finalized.

4.7 Audio/Lighting Equipment

Basic use of the Worship Center audio/lighting equipment is included as described in *Facility Information and Use* section 4.2 and as noted in *Fee Schedule* section 4.17. The church will provide a technician to operate these systems. **No other person may use or in any way attempt to operate these systems.**

4.8 Music

All wedding music should be in keeping with the sacred character and appropriate dignity of the church. Music selections should be submitted to the Wedding Coordinator at least two weeks prior to the wedding. Musicians, instruments, and vocalists of your choice may be used or the Wedding Coordinator may recommend or provide them as noted in *Fee Schedule* section 4.17. The piano and other instruments are not to be moved except by ARBC staff.

4.9 Photography / Videography

The ARBC Facilities Director can refer several experienced photographers and videographers for your wedding who are familiar with ARBC's policies. The photographer and/or videographer are under the same regulations pertaining to the care of the church facility. He/She will be held responsible for any damages. Placement of video cameras must be approved by the Facilities Director prior to the ceremony.

4.10 Decorations

a) Only drip-less candles may be used and must be placed in a candelabrum. No candles of any type may be placed on any woodwork or musical instrument. Do not leave open flames unsupervised.

b) Nails, tacks, tape, staples, pins, or anything that could mar the woodwork, walls, or other furnishings and fixtures must not be used.

c) Church furnishings, wall-hangings, or decorations are not to be moved without consulting the Wedding Coordinator

d) The florist or wedding party is expected to remove all decorations and equipment immediately following the ceremony.

e) Flowers must be placed in containers so that no water damage results. No flowers may be placed on musical instruments.

f) No tape or adhesive should be applied to the sanctuary floor. It will remove coloring and finish of stained concrete.

g) Any floral stands, decorations, or other items rented, loaned, or purchased for your wedding must be delivered and picked up within the time reserved for your wedding preparation, ceremony, and clean-up. If you have reserved a time for rehearsal on Friday, you may decorate the church within the time allowance on Friday.

4.11 Rice, Birdseed, etc.

No balloons, confetti, firecrackers, rice, millet, or any type of seed may be used. The use of an alternative such as rose petals, soap bubbles, or potpourri is suggested. The ARBC Facilities Director must approve any item used. Approved items or any other related item may not be used within the church building. All debris must be removed from the Austin Ridge Bible Church property immediately following the ceremony.

4.12 Smoking, Tobacco, Alcohol

Please ensure that all members of your wedding party, as well as guests, honor our policy prohibiting the use of alcohol, smoking, and tobacco use in the building.

4.13 Food/Drink

Food and drink need to be pick up and disposed of when event is complete.

4.14 Kitchen

Kitchen area is available for weddings. Only authorized personnel are allowed behind the kitchen counter.

4.15 Valuables

The church will not be responsible for items such as wedding dresses, wraps, purses, silver, and glassware brought to the church for use in the wedding; nor shall the church be liable for such items if lost, stolen, or damaged. It is recommended that no valuables such as cash, jewelry, or other personal belongings be left in the church unattended or overnight. However, every reasonable effort will be made to assist the wedding party in protecting such property.

4.16 Enforcement of Policy

The Facilities Director, Administrative personnel, and Pastoral Staff have the authority to enforce any policies pertaining to the use of the facility. The church property/facility must be left in the condition in which it was found.

4.17 Fee Schedule

The basic wedding fee is \$1000 plus the \$100 non-refundable security deposit. This includes items listed in *Facility Information and Use* section 4.2. The fee for additional church-appointed technicians, musicians, or vocalists is \$100 each. The foyer is available for receptions for an additional fee of \$200 (see *Facility Information and Use* section 4.2). The wedding/reception date is not held until the \$100 non-refundable deposit and \$100 refundable security deposit is processed by the church Administrative Office. The non-refundable deposit will be applied toward the basic wedding fee of \$1000. If another deposit is received prior to yours for the same date, then your form and deposits will be returned in full. The total remaining balance is due in full 30 days prior to the wedding. The \$100

refundable security deposit will be returned within 30 days of the wedding date if Austin Ridge Bible Church determines no damages or violations of the facility use policies occurred.

Checks are to be made out to Austin Ridge Bible Church and Wedding Use on the memo line.

4.18 Nursery / Preschool Areas

For sanitation and security reasons, Nursery / Preschool areas are off limits for any activity except for regular worship, Women's Bible Study, MOPS, life groups, equipping, and church-sponsored activities. Members must not access the Nursery/Preschool areas for childcare for any other activities. All access must be approved through the Administrative Office and coordinated either by the Nursery/Preschool Director, or Special Events Childcare Director. All persons entering the Nursery / Preschool wing are required to abide by regulations and policies set forth by Nursery / Preschool Staff.