

**Circleville First Baptist Church**  
**General Rules for Use of Facilities**

Revised 4/20/15

1. An application for use of facilities must be completed and returned to church office, along with the \$100 security deposit, outlining specific needs on application. Usage restricted to rooms stated on application. The pastor requires speaking with the couple prior to submitting the wedding request forms.
2. Applicant must agree that the activities conform to goals and programs of the Circleville First Baptist Church. No smoking, alcoholic beverages, drugs, profanity, and improper dress or music that would dishonor the name of Christ is permitted.
3. No food or drink, except water, is permitted in the sanctuary at any time.
4. The wedding party/family shall be admitted to the church no earlier than two hours prior to the wedding and must leave the church by one hour after the ceremony, or one and a half hours after the ceremony if using the Multipurpose Room for the reception. Any activity on Saturday evening shall be concluded by 6:30 pm to allow adequate clean up time for Sunday services. Rehearsals are to be scheduled between 6:00-8:00 pm, one to two nights prior to the wedding. There will be no admittance to the building without the wedding coordinator present or approval from the church office staff. The day of the wedding, the wedding party is responsible to set up and remove all decorations, personal property, food/beverage items and any other items not the property of Circleville First Baptist Church.
5. Kitchen may be used in conjunction with Multipurpose Room but must be restored to original condition. Access to the Multipurpose Room prior to the wedding needs to be coordinated with the church office and wedding coordinator.
6. Church member and families shall abide by provisions of this agreement.
7. All weddings performed by the pastor of Circleville First Baptist Church will be preceded by counseling.
8. Weddings performed by other pastors must be approved by our pastor, or in the absence of our pastor – the deacons.
9. For weddings: for showering the bridal couple following the ceremony – **outside only! No rice or birdseed.**
10. You will secure your own pianist and vocalist. The names and telephone numbers of our musicians will be available upon request through the church office. The wedding coordinator needs their names and telephone numbers prior to the rehearsal date.
11. Our church media team with compensation as outlined under the fee schedule must operate our sound system. The wedding planners need to meet with the sound system controller one week prior to the wedding, along with the pianist and soloist.
12. The Church Review Ministry Team for approval or denial of usage will review each request on an individual basis.
13. If snow removal is necessary, a list of authorized persons can be obtained from the church office at the expense of the user.  
If candles are used in the service, please use **drip-less** ones. Place wax paper under the candles to catch the wax.
14. At no time does the Circleville First Baptist Church accept responsibility for injuries to those engaged in the use of the facilities.
15. Children must be under adult supervision at all times.

**CIRCLEVILLE FIRST BAPTIST CHURCH**

**Fees for church usage for weddings and/or anniversary receptions/dinners or similar events**

<b><u>Facilities</u></b>	<b><u>Regular Attending Member</u></b>	<b><u>Non-Church Members</u></b>
Sanctuary, (includes 2 changing rooms)	N/C	\$300
Multipurpose Room	N/C	\$300
Kitchen	N/C	\$100
Additional Rooms	N/C	\$20 each
Wedding Coordinator	\$100 for 3 hours \$25 each additional hour	\$100 for 3 hours \$25 each additional hour
<b><u>Sound System</u></b>		
Audio	\$75 for 3 hours \$25 each additional hour	\$75 for 3 hours \$25 each additional hour
Video	\$75 for 3 hours \$25 each additional hour	\$75 for 3 hours \$25 each additional hour
Pianist	\$100	\$100
<b><u>Custodian</u></b>		
Sanctuary	\$75	\$75
Multipurpose Room	\$75	\$75
Additional Rooms	\$20 each	\$20 each

When the application is submitted, a security deposit of \$50 for regular attending church members and \$100 for non-church members is required. This security deposit will be kept in the church office and will be returned if facilities are damage free or if the Church Review Ministry Team does not accept the application. An appropriate amount will be deducted should any damage be discovered resulting from your usage.

Other than the security deposit, no fees are charged for the sanctuary, multipurpose room, kitchen or additional rooms for regular attending members and their children.

There is no set fee for the minister, but it is expected that an honorarium be offered to him for the time spent in counseling and preparation.

All fees are due 10 business days prior to the event.

## Wedding Information

Bride \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Address \_\_\_\_\_

Groom \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Address \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Officiating Minister \_\_\_\_\_ Phone \_\_\_\_\_

Pianist \_\_\_\_\_ Phone \_\_\_\_\_

Soloist \_\_\_\_\_ Phone \_\_\_\_\_

Photographer \_\_\_\_\_ Phone \_\_\_\_\_

Florist \_\_\_\_\_

# of rooms needed for dressing \_\_\_\_\_

Do you wish to use the sound system during the ceremony?     \_\_\_\_\_ yes     \_\_\_\_\_ no

Reception to be held in Multipurpose Room?     \_\_\_\_\_ yes     \_\_\_\_\_ no

Person in charge of reception if held in Multipurpose Room \_\_\_\_\_

Phone \_\_\_\_\_

Do you wish announcement in Sunday bulletin?     \_\_\_\_\_ yes     \_\_\_\_\_ no

Date you wish announcement made \_\_\_\_\_ (please include announcement)

See attached sheets for fees and rules regarding the use of facilities.

All those planning the wedding ceremony need to meet with the wedding coordinator at least two weeks prior to the wedding date.

We agree to abide by the rules set forth by this church and to hold the church free from liability for any injury sustained in connection with the above requested use of the premises.

Signed by                      Groom \_\_\_\_\_

Bride \_\_\_\_\_

Date \_\_\_\_\_

Return this form, along with the security deposit to Circleville First Baptist Church, Attention: Church Review Team, 1540 North Court Street, Circleville, OH 43113.

## Authorization for Notification of Church Use Other Than Weddings

Application on behalf of \_\_\_\_\_  
(Name of individual or organization)

Specify portion of building needed \_\_\_\_\_

Character and purpose \_\_\_\_\_

Number of persons expected for this activity \_\_\_\_\_

Event Date Requested \_\_\_\_\_

Start time of event \_\_\_\_\_ End time of event \_\_\_\_\_

Total hours usage requested \_\_\_\_\_

Responsible person \_\_\_\_\_ Cell # \_\_\_\_\_

Cell # \_\_\_\_\_

Do you want this event publicized in the church bulletin?     Yes     No

When the application is submitted, a security deposit of \$50 for regular attending church members and \$100 for non-church members is required. This security deposit will be kept in the church office and returned if facilities are damage free or if the Church Review Ministry Team does not accept the application. An appropriate amount will be deducted should any damage be discovered resulting from your usage, or should the requested area of the building not be properly cleaned.

For personal events, applicant must supply their utensils, plates, cups and paper products. If the event is church-related, church paper products can be utilized at the event.

You are responsible for returning the used area to its previously cleaned condition. This includes any tear down of tables and chairs, etc. please arrange before with the custodian about where appropriate cleaning supplies, mops, etc., are located. Also make sure bathrooms are cleaned if necessary.

Send this application form, along with the security deposit to:

Circleville First Baptist Church  
Attention Church Review Ministry Team  
1540 North Court Street  
Circleville, OH 43113