

**Fellowship Hall**

**and**

**Sanctuary Requests**

**Wedding Policy Guidelines**

**Riverview Baptist Church**

**Shahn Wilburn, Senior Pastor**

## Guidelines for Use of Sanctuary and/or Fellowship Hall

### Our Philosophy:

All of our buildings and facilities were constructed by sacrifices of God's people and are dedicated to be used for God's glory to meet the needs of our congregation and to share the Gospel of Christ with our community. Therefore, every facility is to be treated respectfully at all times. At no time are the buildings or facilities of Riverview Baptist Church (RBC) to be used by persons or groups for any questionable activity or for any purpose that could possibly bring reproach upon the name and cause of Jesus Christ. At no time should their use conflict with the ministries and purpose of this church. It is our desire that all things done on our grounds be done decently and in order and in a Biblical, Christ-honoring way. The facilities cannot be used for parties for the sale of merchandise of any kind for private use.

### General Guidelines:

1. An event is to be scheduled through the church secretary (540-626-3792 or e-mail - rivbapch@pemt.net). Office hours are 8:30 - 4:30 M-F. A Calendar Request Form (CRF) must be filled out whenever any of the church facilities or church equipment is used. This will insure that the rooms or equipment are available when needed and will allow equal opportunity for all ministries to access these facilities. Completing the CRF does not mean that the request has been approved. Calendar request forms may be picked up and returned at the church office or we will mail and expect a return date within a week of mailing. You may call the church office to verify approval status of your request. Consideration of requests will be handled as follows:
  - A. Members of the church or children of members will be given top priority.
  - B. Those who attend our church, but are not members, will be given second priority.
  - C. Other requests for use of the facilities will be tentatively scheduled until 3 months before the event. This means that up until 3 months before your event, the date you desire may be taken by someone who is a member or who attends church here. However, 3 months before your event, if no one has requested that date, it will be officially reserved.
  - D. Reservations may not be scheduled more than a year in advance and will not be automatically renewed from year to year.
2. All scheduled events must not conflict with any church services.
3. **All necessary forms should be read, completed, signed, and returned to the church office and be on file 30 days prior to the day of the event. They must be accompanied with any appropriate fees. In case of cancellation, all fees and deposits will be refunded.**
4. All personal belongings are the responsibility of the group using the church. The church will not assume responsibility for items lost or stolen.
5. Only appropriate Christian conduct and activities will be permitted on the church property. Absolutely no use of alcoholic beverages, tobacco or illegal drugs, or dancing is allowed. All music must not conflict with our Christian values by its words or by its sound.

6. Arrangements for use of any church equipment should be requested on the application form.
7. If church access is needed outside of regular office hours, please let us know so arrangements can be made.
8. **Persons using the sanctuary or fellowship hall should confine their activities to that area unless permission has been secured for using other areas.**
9. Any broken equipment or damage to the facility must be reported to the church secretary as soon as possible. **Each reported incident will be reviewed to determine responsibility and proper payment for damage. If not turned in and items found broken, it will be the responsibility of the user to make restitution.**
10. Clean-up is the responsibility of the user or a clean-up fee will be charged to pay our cleaning service to clean it. **Leave it better than you found it. Assume you are the last person leaving and that everything is in its proper place.**

### **Guidelines for Weddings:**

We are delighted that you want to have your wedding at Riverview Baptist Church. We celebrate marriages between one man and one woman at our church because God has ordained a spiritual aspect to the establishment of a new Christian home. Our desire, as a church, is to help you have a meaningful and worshipful service which is distinctively Christian. In order to help you accomplish that, we ask that you agree to the following requirements.

1. All general guidelines apply to weddings.
2. **In order to protect the sanctity and ministry of this church, if all pastoral staff, because of Scriptural convictions, cannot in clear conscience preside over a wedding ceremony, the church facilities will be made available for use only with the permission of the senior pastor.**
3. The pastors of RBC will require premarital counseling before performing a marriage ceremony. Couples desiring to be married should contact the officiating pastor no later than 60 days prior to the event in order to schedule counseling sessions.
4. **Any participating clergy, not employed by RBC, performing a wedding ceremony must be approved by the senior pastor.**
5. Only appropriate Christian conduct and activities will be permitted on the church property. Absolutely no use of alcoholic beverages, tobacco or illegal drugs is allowed on church property. Dancing will not be permitted. Suggestive, offensive language or decorations on vehicles are not allowed. Anyone using offensive language will be asked to leave the premises.
6. No rice, birdseed or confetti is to be dispensed or thrown inside the church or fellowship hall. If thrown on the porches or steps the wedding party must clean it up. Either may be used outside. Birdseed is preferred for easier cleanup.
7. All personal belongings and wedding gifts are the responsibility of the bride and groom, the wedding party or the guests. The church will not assume responsibility for items lost or stolen.
  
8. Dripleless candles are required. Protective coverings for the carpet are also required.

9. Parties must provide their own paper supplies such as plates, cups, etc. and cleaning supplies, including trash bags.
10. Furniture may be moved to suit your needs with the understanding that all furniture is to be placed back in the approximate position where it was found. A diagram is recommended before removal begins.
11. **An RBC sound board operator must be scheduled if sound equipment is required for ceremony.**
12. No tacks, nails, screws, tape or glue are to be used in fastening decorations to the pews, or any other furnishings. We recommend using ribbons.
13. For any wedding held after 3:00 P.M., the church facilities must be cleaned by the wedding party.

## **Fees**

1. Building use fees: **There will be no charge for the use of the church facilities for church members; however, the cleaning fee guidelines will apply and must be paid 30 days before the ceremony.**

- A. A non-member will be charged for the use of the church facilities:

Sanctuary \$100  
Fellowship Hall \$100

- B. Cleaning fees: A cleaning fee, will be required of all those reserving the church facilities and must be paid 30 days prior to use. The fee will be refunded if everything is cleaned after use and left in good condition.

Cleaning fees:           Sanctuary   \$50  
                                  Fellowship Hall   \$50  
                                  Each Classroom   \$15

- C. Additional fees if these individuals are requested:

Organist or pianist: \$50 to \$70 (depending on what they do)  
Vocalists: \$10-\$30 if part of a group  
                                  \$30-\$60 if solo (depending on number of songs)  
Sound Technician: \$30

2. Please know that we will not be held responsible for last minute, unexpected emergencies; however, every effort will be made to rectify the situation.

## **Cleaning Guidelines:**

1. If you brought it in, please take it out. Do not leave food of any kind opened or unopened on

- counters, cabinets or in the refrigerator. Take it or give it to someone when you leave.
2. All unused paper products must be covered and put away.
  3. All dishes and silverware are to be washed and put away. Tables are to be wiped off. Table cloths are to be wiped and put away if you any provided by the church.
  4. Please vacuum carpets and sweep floors including outside entrances and steps.
  5. Please return all furniture and other items to their proper places. If you borrowed something from another area, please return it.
  6. Empty all trash cans, including those in bathrooms, and take all trash to the dumpster behind the sanctuary. Re-line trash cans with new bags.
  7. Please check thermostats for appropriate settings and bathrooms for cleanliness before leaving. Turn off all lights and secure all doors.

**Remember, it is everyone's job to clean up after themselves. It is only common courtesy for the next group using this facility. Most of all it is pleasing to God.**

**Wedding Information Form  
For RBC Consultant  
All Items Must Be Filled In**

**BRIDE**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Church: \_\_\_\_\_

Born Again Christian? ( ) Yes ( ) No ( ) Not Sure

( ) Single ( ) Widowed ( ) Divorced

**GROOM**

Name: \_\_\_\_\_ Age \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Church: \_\_\_\_\_

Born Again Christian? ( ) Yes ( ) No ( ) Not Sure

( ) Single ( ) Widowed ( ) Divorced

Officiating Minister: \_\_\_\_\_

Church: \_\_\_\_\_ Phone: \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_ Phone: \_\_\_\_\_

Children of Member (Who) \_\_\_\_\_

Person responsible for cleaning \_\_\_\_\_

Phone: \_\_\_\_\_

Facilities needed \_\_\_\_\_

Wedding date and time \_\_\_\_\_

Rehearsal date and time \_\_\_\_\_ Decorating time \_\_\_\_\_

**(Must be filled in)**

Time of delivery of flowers, etc. \_\_\_\_\_ Number of guests expected \_\_\_\_\_

Songs being used: \_\_\_\_\_

\_\_\_\_\_

Fee: \_\_\_\_\_ Paid: \_\_\_\_\_ Check #: \_\_\_\_\_