



## Wedding Policies and Procedures

### **A Message From IABC**

The experience of a Christian wedding is one of the most important and memorable times in life, and we're glad you are considering letting our church be a part of this important event. Please know that our staff is interested in you and wants you to succeed before, during, and after the wedding!

We realize this is a time filled with emotions, dreams, and unfortunately, stress. We've developed these Policies and Procedures to make clear the requirements and expectations of IABC. We are first of all a church used by hundreds of people each week. Therefore, we have to restrict some things for the good of all. We hope you do not find these restrictions too binding.

If you have questions, please feel free to call at 806-797-9704.

### **Reservation of the Building**

Reservations will only be made once the Wedding Request Form and deposit are received.

### **Facilities**

The purpose of Indiana Ave Baptist Church is centered upon the worship and presentation to the community of Jesus Christ, the only Son of God. The use of our facilities is limited to events that will further and strengthen that focus. Weddings held at IABC may vary in culture and content, but all must respect the message and ministry of Christ. Nothing should be planned that will hurt that focus.

### **Deposit**

A security deposit is required to reserve the church and will be refunded if there are no damages or additional custodial costs.

### **Date Choice Information**

Due to church events (which take precedence) and holiday schedules, no weddings will be scheduled during:

- New Year's, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, week of Thanksgiving
- The month of December
- Spring Break (weekends before & after)
- IABC Vacation Bible School (weekends before & after)
- Other church-wide activities

### **Time of the Wedding**

Saturday weddings must end no later than 4:00 pm; due to the time required to set up for IABC Sunday morning activities.

### **Minister**

We want you to use the minister of your choice; however, to protect the doctrinal integrity of IABC, approval of ministers not on IABC staff is necessary. This can usually be handled through the Pastors Ministry Assistant. Please be aware that it is the families' responsibility to contact the minister of your choice for the wedding even if he is on staff at Indiana Ave Baptist Church.

### **Counseling**

Before the wedding date, the bride and groom are required to have pre-marital counseling in order to use IABC facilities. Please begin this process early to ensure completion by the time of the wedding.

### **Instrumentalists**

Instrumentalists are professionals who set their own fee and keep their own calendars. All arrangements are private and not the responsibility of IABC.

### **Liabilities**

IABC is NOT responsible for any personal items belonging to the wedding party, florist, photographer, caterer, or wedding guests. Please be sure your valuables are placed in a secure and locked location.

## Rehearsal

Usually two hours are set aside for the rehearsal. Your rehearsal will go quickly and smoothly if you meet with the officiating pastor prior to the rehearsal and plan out your wedding. The use of the Worship Center for the rehearsal is included in the building use fee.

## Building Use Fee

The building use fee pays for preparing the rooms for your use, utilities and other cost incurred by IABC. Once the wedding is over, the wedding party is responsible for returning the room to the way in which it was found.

## Rooms

- Rooms available for weddings: Worship Center seats 600, Student Building seats 250 set up as a wedding.
- Room available for rehearsal dinners and receptions: Student Building seats up to 200 set up in tables & chairs.
- Monday through Friday: all activities must end by 8:00 pm.
- Saturday: all activities must end by 4:00 pm.
- Rooms should be clean and arranged as they were found.

## Decorations

- Candles may be used if they are drip-less and if plastic is placed on the floor; including the use of a unity candle.
- Corsage pins may be used to attach bows to chairs. Do not attach anything to walls or ceilings.
- Cloth/paper flowers may be used to drop (no fresh or dried flowers are to be dropped due to the staining of carpet).
- No tacks, tape, nails or staples are to be placed on any part of the building or furnishings.
- No attached decoration may be removed from walls.
- No glitter or confetti may be used in any part of the building.
- The flowers and other decorations must be removed immediately after the wedding. We do not have facilities available to store decorations and cannot guarantee their security.

## Details

- Musical instruments may NOT be moved by anyone for any reason.
- IABC has one baby grand piano available in the Worship Center.
- Only IABC Staff are allowed to operate the sound/lighting system.
- Only existing light photographs are to be taken during the ceremony; no flash photography allowed.
- Rice is not to be thrown nor used at any time.
- Birdseed should not be thrown inside the buildings and should be handed out only at the exits.
- The officiating pastor is in charge of the rehearsal; the Wedding Consultant may come as a guest.
- IABC is not able to provide childcare for any part of the rehearsal, wedding or reception.
- IABC does not own any serving utensils (punch bowl, cups, etc.), tablecloths or other supplies.
- IABC has available round (5 ft) and rectangular tables and black plastic chairs for use during the reception.
- Member rate: bride, groom, or parents of either are members of IABC and have been for at least three months prior to the scheduling of the wedding.
- No smoking or tobacco use of any kind is allowed.
- No alcoholic beverages are permitted on the premises.
- No dancing is allowed.

## Responsibilities

- The wedding party is responsible for sharing IABC's policies with their florist, photographer, wedding coordinator and caterer.
- IABC reserves the right to restrict the privileges of the florist, photographer, or anyone who violates these policies.
- If custodian services are needed because the facilities were not left as found, IABC will deduct a fee of \$25 per hour per custodian from the deposit.
- The person making the reservations is responsible for any damages to the facility.
- Please adhere to the following policies as any violation could result in the forfeiture of all or part of the deposit.

## Questions

Please contact the Church Office if you have any questions (806-797-9704).

## Concluding Notes

Indiana Ave Baptist Church desires to make our facilities as available as possible for you and your wedding! We will do our best, within these guidelines, to help you have the best experience possible.