



# Wedding Policy

## **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 Katrina Hodges at 806.607.6217.

## **Reservation of the Building**

Reservation requests will only be considered once the Wedding Request Form is received. Reservations will only be confirmed once the deposit is 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.

Weddings at IABC are limited to individuals who are part of the IABC Family, either the bride, groom, or parents of either (members, attenders, and such).

## **Deposit**

A security deposit is required to reserve the church. A refund will be given if there is no damage or additional associated costs.

## **Date Choice Information**

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

- Holidays and Holiday Weekends: New Year's, Easter, Memorial Day, 4th of July, Labor Day, week of Thanksgiving
- December (entire month)
- Spring Break (weekends before & after)
- IABC Vacation Bible School (weekends before & after)
- Other church activities that require the majority of the building.

## **Time of the Wedding**

- Saturday weddings and receptions must end by 2:00 pm with cleanup complete by 3:00 pm.
- Monday, Tuesday, Thursday, and Friday weddings must end by 8:00 pm with cleanup complete by 9:00 pm.

## **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 fees and keep their own calendars. All arrangements are private and not the responsibility of Indiana Avenue Baptist Church.

## **Sound, Lighting, and Instruments**

- Worship Center and Student Building have full sound and lighting systems on stage.
- Only IABC Staff are allowed to operate the sound/lighting system.
- Musical instruments may NOT be moved by anyone for any reason.
- IABC has the following instruments available for use by request
  - Commons: grand piano
  - Worship Center: Nord Stage 3 Keyboard
  - Student Building: Option to plug in your own instruments into system (guitar, etc)
- A Sound Request Form will need to be completed at least a month out from the wedding. Link: <https://iabc.click/ReqSoundOS>

## **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 700, Student Building seats 250 set up as a wedding.
- Room available for rehearsal dinners and receptions: Commons, Student Building seats up to 200 set up in tables & chairs.
- 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.
- No glitter nor confetti is allowed.
- Cloth/paper flowers may be used to drop (no fresh or dried flowers are to be dropped due to the staining of carpet).
- Corsage pins may be used to attach bows to chairs. Do not attach anything to walls or ceilings.
- 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.
- 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**

- IABC does not have a Wedding Coordinator.
- The officiating pastor is in charge of the rehearsal; the Wedding Coordinator may come as a guest.
- 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.
- IABC is not able to provide childcare for any part of the rehearsal, wedding or reception. Nor may any of the rooms be used for childcare.
- 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.
- No smoking or tobacco use of any kind is allowed.
- No alcoholic beverages are permitted on the premises.

## **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 these policies as any violation could result in the forfeiture of all or part of the deposit.

## **Liabilities**

Indiana Ave Baptist Church 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.

**Questions**

Please contact Katrina Hodges in the Church Office if you have any questions at 806.607.6217 or [katrina.hodges@iabc.org](mailto:katrina.hodges@iabc.org).

Day of event: Building Staff cell phone: 806.790.9814

**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.

**Acknowledgment and Agreement**

I understand and agree to abide by the policies listed in the IABC Wedding Policies and Procedure.

I understand that I am responsible for any damage done to IABC property by any attendee.

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

Signature: \_\_\_\_\_

Date \_\_\_\_\_

IABC Representative

Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_