

WEST CONROE BAPTIST CHURCH WEDDING POLICIES

Revised August 2019

REGULATIONS ON USE OF FACILITIES FOR WEDDINGS

- 1) To reserve your wedding date on the calendar you must submit an application form with a \$100 security deposit. Wedding dates will not be calendared earlier than one year in advance. Upon approval, your wedding date will be entered on the church calendar and your security deposit deposited. This deposit will be returned to you within two weeks after your wedding if all policies are adhered to and the facilities are free of damage.
- 2) The Wedding Director will be assisting you with scheduling your wedding on the church calendar and seeing to all details and personnel pertaining to your wedding and rehearsal. She will be available to answer any questions you may have. She will conduct the wedding rehearsal and will be present on the day of your wedding to administer on behalf of WCBC.
- 3) The Wedding Director should be notified of any changes between the time of application and the wedding date. This includes dates, times, or address and phone information. Cancellation of the use of WCBC facilities for your wedding must be received in writing at least 60 days prior to your scheduled wedding date as stated on the "Cancellation Request Form" included in this packet.
- 4) Saturday weddings in the Chapel must begin no later than 6:00 p.m. and the buildings vacated no later than 8:00 p.m. Weddings in the main Worship Center must begin no later than 2:00 p.m. and the building vacated no later than 6:00 p.m.
- 5) Weddings scheduled over a major holiday weekend will be contingent on the availability of necessary wedding personnel. All personnel should be secured before the wedding is placed on the calendar. WCBC reserves the right to cancel a wedding due to severe inclement weather, such as hurricanes, floods, etc. The wedding may be rescheduled at no additional charge by WCBC, or the full security deposit will be refunded upon request.
- 6) Those using the facilities should conduct themselves in an exemplary manner at all times. Use of any tobacco product is not allowed on the premises (inside or outside) at any time. This includes the restrooms, foyers, and porches. No alcoholic beverages, illegal drugs, or dances are permitted on the premises.
- 7) Nursery facilities are not available during the rehearsal or wedding.
- 8) The security deposit will be used to cover any damages incurred as a result of the use of the facilities. The user will be further responsible for any additional repair cost not covered by the security deposit.
- 9) Reception facilities are available to WCBC members only. The Wedding Director will provide building use information and fees upon request.
- 10) The building is secured by an alarm system. Wedding party and/or decorators should not attempt to enter the building without on-site supervision. Do not shake or jar the access doors if locked, because it will trigger the alarm. The police department will respond immediately to an alarm, and a charge of \$50 will be assessed for a false alarm. Should this occur, you will be responsible for the \$50 charge.
- 11) Liability statement: Use of the facilities and/or equipment will be at the risk of the participant. WCBC does not assume liability or responsibility for any user. We do not make any express or implied warranty of the premises, equipment, machinery, fixtures, or furniture.

WCBC WEDDING SCHEDULE OF FEES FOR ACTIVE WCBC MEMBERS

To be eligible for membership fees, you, your parents, or grandparents must be an active member of West Conroe Baptist Church for at least six months prior to your application.

Active member – a person who has fulfilled the membership requirements of West Conroe Baptist Church and is faithful in attendance and stewardship.

Any exceptions must be approved by the ministerial staff before your application is approved. All fees are due in the church office no later than two weeks prior to the wedding date.

Active WCBC members are not charged for the use of the building for the rehearsal and wedding ceremony. The fees listed cover the fee for the Wedding Director, Custodial service and Sound Technician.

Each fee package includes . . .

- Rehearsal – one hour maximum, usually the night prior to the ceremony
- Ceremony – one hour maximum
- Decorations – during church office business hours (8am-4:30pm) and up to rehearsal time on the day before and/or maximum of four hours prior to ceremony start time on wedding day

Chapel (up to 200 guests).....	\$500
Worship Center (over 200 guests).....	\$650
Garden Room (up to 75 guests).....	\$350
Hilltop (up to 50 guests).....	\$150

Reception Costs available upon request.

Checks should be made payable to West Conroe Baptist Church. All fees should be submitted to the Wedding Director at least two weeks prior to scheduled wedding date.

Minister's Honorarium

The Groom is responsible for paying the minister on the day of the rehearsal. The extent of the minister's involvement with each couple may vary. However, when determining the amount to pay the minister, the couple should consider the amount of time the minister spends in counseling, officiating the ceremony, and his expertise in these areas. We recommend an honorarium of no less than \$150 for the minister.

Other Fees

We will provide the names and phone numbers of instrumentalists and soloists at your request. It is the responsibility of the Bride to secure their services, and fees should be paid directly to them. The Wedding Director will not be involved in the securing of or payment of fees.

Security Deposit Refund

Your security deposit check will be deposited upon approval of your wedding date. A refund check will be issued to you within two weeks after the wedding. However, disregard of any of the Wedding Policies established by West Conroe Baptist Church will result in the forfeiture of your security deposit.

Cancellation Policy

If the wedding is cancelled in writing up to 60 days prior to the wedding date, the security deposit will be refunded in full. If the wedding is cancelled in writing up to 30 days prior, \$50 will be refunded. A cancellation less than thirty days prior to the scheduled date will result in the forfeiture of your security deposit.

WCBC WEDDING SCHEDULE OF FEES FOR NON-WCBC MEMBERS

Each fee package includes . . .

- Rehearsal – one hour maximum, usually the night prior to the ceremony
- Ceremony – one hour maximum
- Decorations – during church office business hours (8am-4:30pm) and up to rehearsal time on the day before and/or maximum of four hours prior to ceremony start time on wedding day

Chapel (up to 200 guests).....	\$875
Worship Center (over 200 guests).....	\$1,650
Garden Room (up to 75 guests).....	\$450
Hilltop (up to 50 guests)	\$250

Checks should be made payable to West Conroe Baptist Church. All fees should be submitted to the Wedding Director at least two weeks prior to scheduled wedding date.

Minister's Honorarium

The Groom is responsible for paying the minister on the day of the rehearsal. The extent of the minister's involvement with each couple may vary. However, when determining the amount to pay the minister, the couple should consider the amount of time the minister spends in counseling, officiating the ceremony, and his expertise in these areas. We recommend an honorarium of no less than \$150 for the minister.

Other Fees

We will provide the names and phone numbers of instrumentalists and soloists at your request. It is the responsibility of the Bride to secure their services, and fees should be paid directly to them. The Wedding Director will not be involved in the securing of or payment of fees.

Security Deposit Refund

Your security deposit check will be deposited upon approval of your wedding date. A refund check will be issued to you within two weeks after the wedding. However, disregard of any of the Wedding Policies established by West Conroe Baptist Church will result in the forfeiture of your security deposit.

Cancellation Policy

If the wedding is cancelled in writing up to 60 days prior to the wedding date, the security deposit will be refunded in full. If the wedding is cancelled in writing up to 30 days prior, \$50 will be refunded. A cancellation less than thirty days prior to the scheduled date will result in the forfeiture of your security deposit.

THE WEDDING APPLICATION FORM must be filled out and returned to the wedding director in the church office along with your security deposit. The application will be reviewed to ensure that there are no other church activities which would conflict with your selected date. Upon approval, your wedding date will be entered on the Church Calendar, you will be notified, and your security deposit will be deposited.

THE OFFICIANT should be secured before your application is submitted. It is your responsibility to meet with and make arrangements for him to officiate your wedding. The WCBC Wedding Director can assist you with securing a WCBC minister upon request. Officiants must be licensed in the State of Texas. Any officiant not affiliated with WCBC must submit a letter of qualification to the Sr. Pastor of WCBC for approval.

ALL APPLICABLE FEES should be delivered to the Wedding Director in the church office at least two weeks prior to the wedding date. Please see page 2 entitled "Schedule of Fees for Active WCBC Members" or page 3 entitled "Schedule of Fees for Non-WCBC Members" for applicable fees. The security deposit will be returned to you within two weeks after the wedding. Any disregard of the stated policies will result in forfeiture of the security deposit.

A **"CANCELLATION REQUEST FORM"** is included in this packet. If this form is received by the Wedding Director up to 60 days prior to the wedding date, the security deposit will be refunded in full. If this form is received up to 30 days prior, \$50 will be refunded. A cancellation less than thirty days prior to the scheduled date will result in the forfeiture of your security deposit.

PRE-MARITAL COUNSELING is a mandatory requirement for couples using any WCBC Pastor or Minister. Each minister has their own set of guidelines and will need to be contacted ahead of time to get this scheduled.

DECORATING may begin the day prior to the wedding during regular office hours from 8 a.m. until the time of rehearsal. The building will be closed immediately following the rehearsal. On the day of your wedding the building may be opened up to four hours prior to the ceremony for any deliveries and/or decorating. It is the Bride's responsibility to inform the decorator, caterer, and florist of church policy regarding wedding decorations. Please carefully read the "Policy for Wedding Decorations" before giving it to your decorator. All decorations must be dismantled and removed from the building immediately following the ceremony.

RECEPTION facilities are available for WCBC members only. The kitchen may be reserved for the purpose of preparing and distributing food such as light appetizer trays, nut and mint trays, punch, etc. The stoves and ovens may not be used for food preparation. Punch must be light in color and of a non-staining base. The Wedding Director should be made aware of table and chair arrangements in writing at least two weeks prior to the wedding. Any alterations in that plan shall be communicated in a timely manner. See the page entitled "Policy for Reception" provided in this wedding packet for detailed instructions. Reception fees are available from the Wedding Director upon request.

REHEARSAL DINNERS may be scheduled by WCBC members through the WCBC Business Administrator's Office.

WEDDING MUSIC should be appropriate for worship and celebration. Songs should not contain any inappropriate language or content. The Chapel and Worship Center is equipped for CD, DVD, and cassette tape. We have a piano and organ available for live music. The Wedding Director will provide you with contact information for musicians upon request.

PHOTOGRAPHY is welcome and important in a wedding ceremony, but should not be a distraction during the ceremony. WCBC Pastors prefer that no *flash* pictures be taken during the actual ceremony, but may be taken up to and including the Bride coming down the aisle and may resume with the Bride and Groom leaving. Still pictures may be posed after the ceremony. The photographer/videographer should remain in a fixed position during the ceremony either on the side or in the back of the Chapel. A video camera may be placed in a fixed position on the stage by request and with approval of the Bride and/or decorator.

RICE, potpourri, confetti, bubbles, or anything of this nature is not allowed inside or outside the facility. Birdseed may be thrown OUTSIDE away from the porch area when the Bride and Groom leave the reception. All precaution should be made so that no birdseed is thrown inside the building and that all trash (netting, ribbons, cups, etc.) is disposed of properly.

DRESSING AREA for the Bride and female attendants is a large restroom down the hallway from the chapel. Please use great care with make-up and hair supplies. Any damage will ensure partial or full loss of your security deposit, and you will be held responsible for any further cost for replacing these items. WCBC will not be held responsible for any misplaced or lost items. All items must be removed from the restrooms immediately following the ceremony or reception.

CHAPEL is available for weddings expecting up to 200 guests. Please refer to the “Policy for Wedding Decorations” for specific Chapel decorating policies and restrictions. The Chapel is equipped for CD, DVD, and cassette tape. A piano and organ are also available for live music. A microphone is provided for the officiant. The Wedding Director will provide contact information for WCBC accompanists upon request.

WORSHIP CENTER is available only for weddings expecting over 200 guests. Please refer to the “Policy for Wedding Decorations” for specific Worship Center decorating policies and restrictions. The Worship Center is equipped for CD, DVD, and cassette tape. A piano and organ is also available for live music. A lapel microphone is provided for the officiant. The Wedding Director will provide contact information for WCBC accompanists upon request. The Worship Center and main foyer will be decorated for Christmas on December 1st and will remain decorated the entire month of December. These decorations will not be removed or altered for a December wedding.

GARDEN ROOM is available for weddings expecting up to 75 guests. Please ask the Wedding Director for a copy of the Garden Room policies. The Garden Room is equipped for CD's and has a piano for live music.

HILLTOP is available for weddings expecting less than 50 guests. Please ask the Wedding Director for a copy of the Hilltop policies. Media equipment is not available at Hilltop.

LIGHTING AND SOUND will be controlled by a WCBC lighting and sound technician for all weddings. Any recorded music should be burned to one CD in the order that it will be used in the ceremony. Two CD's should be provided to the Wedding Director or sound technician before the start of the rehearsal. (Fees Apply)

REHEARSALS will be directed by the WCBC Wedding Director. A service outline should be completed with the officiating minister and a copy given to the Wedding Director at your final meeting with her before the rehearsal. Your rehearsal should not last more than one hour. If an outside wedding coordinator or minister is being used, rehearsal arrangements may be made with the WCBC Wedding Director prior to the rehearsal.

NURSERY FACILITIES are not available for any wedding or rehearsal because of regulations concerning sanitation of the nursery areas in preparation for our Sunday services. Please make outside arrangements if child care is required.

Any disregard of the stated policies will result in forfeiture of the \$100 security deposit.