**Church Wedding Policy**

 The Benton church of Christ is pleased that you are considering our facilities to be used for your wedding. By request of the elders, we ask that you carefully study the following information concerning our policy. We ask that you follow this information for all weddings, receptions and rehearsals. Weddings that comply with the principals set forth in the Bible are welcome to schedule here at the Benton church of Christ.

**Scheduling:**

Events may be scheduled by calling the church office. A secretary will check the master calendar to determine that your date does not conflict with other services or activities that have been scheduled for the building. Please do not make definite plans until the date(s) have been officially placed on the church calendar. The secretary will then have you contact a member of our wedding committee to go over the building use policies and answer questions you may have. It is at this time that a contract will be signed and a deposit will be required.

**Fees:**

A list of approved fees for members and non-members is included as an attachment to this policy document. An auditorium and/or foyer, kitchen, activity building and fellowship room may be made available. Other fees include custodial help and a sound/video technician. At the time of scheduling, please include all rooms needed and the dates. A deposit of half the total payment will need to be made at the time the contract is signed. The balance is to be paid two days prior to the event.

**Food and Drink:**

Please confine all eating and drinking to the activity building and fellowship room.

**Dressing Rooms:**

The bride and her party may use rooms in the nursery wing. A full-length mirror as well as a bathroom facility is in this wing of the building. Depending on the size of the wedding party, rooms may be used in the primary wing or in the front of the auditorium for men’s changing.

**Music:**

Soloists, quartets, choruses or other vocal ensembles may be used. Taped music may be used, but must be approved by our church wedding committee. They will need the music and a printed copy of the lyrics. Musical instruments may not be moved into the church building. All music chosen for your wedding should reflect good taste and in keeping with the occasion.

**Sound, Lighting, and Video:**

Due to the complexity of our sound, video and lighting system, it is necessary that a technician from the Benton church be used. You should contact one of the following individuals to arrange this service:

 Billy Lyles 270-527-7764

 Byron Rudd 270-210-5476

**Custodial Assistance:**

Our building custodians are professional staff members and responsible for the upkeep and appearance of our facility. They should be consulted well in advance concerning any planned activity in the building. If any furniture is to be moved, it should be under the custodian’s supervision. All moved furniture should be returned to its original position prior to the next church service. Other information concerning custodial assistance will be discussed at the meeting with a member of the church wedding committee. The church secretary or the wedding committee can arrange for your meeting with the custodians.

 Lonnie Woodruff 270-703-8161

**Rice, Confetti, and Birdseed:**

In order to protect our building from damage and to better facilitate cleanup, we request that confetti not be thrown anywhere inside or outside of the building. Rice and birdseed may be thrown outside only.

**Florists and Caterers:**

Our custodians are not responsible for setting up or taking down catering or floral apparatus or equipment. Florists and caterers should expect to remove their equipment on the day of the wedding. We also request that only dripless candles be used in the auditorium in order to protect the carpeting. Florists, caterers, musicians, photographers and all other outside groups are to be made aware of the policies that govern our building. This is the contracting party’s responsibility.

**Recreation:**

The use of alcoholic beverages is prohibited anywhere on our church property. Smoking or other use of tobacco products is prohibited inside the church building at any time and strongly discouraged outside our facility. Dancing, gambling, profanity, obscenity, indecent dress, and all other gross and normally unacceptable behaviors are strictly prohibited on all church property, parking lots and grounds.

If tables and chairs are to be moved at any time, the contracting party will either return them to their original positions or storage, or employ our custodians to do so.

**Children:**

We request that children not be allowed to run free throughout the building or be left unattended in the children’s classrooms at any time.

**Key:**

Only members of the Benton church of Christ may be issued a key. Members may pick up a key two days prior to the event and must return no later than two days after the event. A deposit of $25.00 will be required for each key. Deposit will be refunded when key is returned.

Non-members will not be issued keys. They must arrange with the church building custodian to open and close building. A custodian must be on premises at all times when non-members are using the facilities.

**Video:**

You may video and/or record your wedding ceremony. If you wish to video the ceremony from the auditorium balcony, you must receive approval and schedule the use of one of our video, sound and lighting technicians. A technician is recommended, but not required if you are videoing or recording the ceremony from the ground level auditorium, the fellowship room, or the activities building.

**Wedding Committee:**

The following persons are members of the Wedding Committee:

1. Jackie Rainey-chair
2. Sherry Woodruff
3. Mandy Miller
4. Kyla Ray

**Responsibility:**

The contracting party, both member and non-member, will be responsible for the conduct and behavior of all members of the wedding party. The contracting party will also be responsible for any damage or destruction to the church properties, including buildings, contents, and grounds caused by the wedding party and all people and outside resources used by you or your representatives. Members and non-members of the Benton church of Christ are required to purchase a wedding insurance policy with $2,000,000.00 coverage with the church named as the covered entity. You will also need to provide a certificate of insurance for the church to file.

**Right of Refusal:**

The Wedding Committee, with the approval of the Benton elders, reserves the right to limit and/or refuse the use of the building and properties to anyone or parties, whether members or non-members.

This church wedding policy has been approved unanimously by the Benton church of Christ elders, this the day of 2014 and will be continued in force unless amended or modified by a majority of the Benton eldership at a future date.

 Elders:

 Doug Lyles

 Sonny Rommelman

 Kendell Stevenson

 Keith Travis

 Lonnie Woodruff

 Bob York

**Building Fees**

Members of the Benton church of Christ may use the facilities free of charge provided that the building and properties used are cleaned and all equipment and furnishings are returned to their normal use or place of storage.

Non-members of the Benton church of Christ may use the following facilities for the following fees provided that everything is cleaned and left as found.

Auditorium & Foyer: $500 per day or any portion thereof.

Foyer only—excludes use of auditorium: $250 per day or any portion thereof.

Activity Center/Gym: $250 per day or any portion thereof.

Reception Room: $175 per day or any portion thereof.

Kitchen: $125 per day or any portion thereof.

Reception Room & Kitchen: $250

General Fees, which both members and non-members must pay, include the following:

Custodial Fee: $25 per hour with $50 minimum fee.

This fee includes a general cleanup. Additional services will need to be worked out on an individual basis with the custodian at a fee of $50 per hour.

Video, Light and/or Sound Technician Fee: $50 per hour with $50 minimum fee.

Additional Fees for non-members: Custodians must be on premises at all times when non-members are using the church building or its facilities. Custodian must unlock and lock doors when non-members are renting the church building and the facilities. Standby fees for custodians will be $25 per hour when no labor other than opening building and closing building is involved. Hours to use building and facilities must be arranged directly with the custodians.

Note: As mentioned on Page 1, a deposit of half the total payment will need to be made at the time the contract is signed. The balance is to be paid two days prior to the event.

**WEDDING POLICY AGREEMENT**

I, the undersigned, have received the Wedding Policy for Benton church of Christ.

I have read, understand and agree to abide by the guidelines stipulated in this policy.

I understand that Benton church of Christ accepts no responsibility for loss, damage or destruction to property of members and/or guests, and agree to not leave valuables unattended.

❑(check when applicable)
I have been made aware that I have booked my wedding on the same day as another large event. I understand and accept that there is the potential for limited parking, increased traffic in the building and limited access to other church areas.

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 Signature