

**FAITH BAPTIST CHURCH**  
***Guidelines For Use of Facilities For Weddings***

1. Requests are taken on a first come/first serve basis. Faith Baptist Church members will take precedence over non-members on the church calendar. Scheduling of the facilities must be made through the church office.
2. Since the sanctuary is a place of Christian worship, the service **MUST** reflect the Christian tradition in dress and music.
3. **NO TOBACCO PRODUCTS, ALCOHOL, DRUGS, ARE ALLOWED IN THE BUILDING AT ANY TIME. NO FOOD OR DRINK IS ALLOWED IN ANY PART OF THE BUILDING EXCEPT FOR THE FELLOWSHIP HALL.**
4. Separate arrangements must be made for the use of the church's sound equipment. **ONLY** a member of the Sound Committee will be permitted to operate the equipment.
5. The church custodian will be responsible for opening and closing the church building, setting up sanctuary, reception area and all general clean after the service. Since a wedding requires the custodian to be here after hours and extra work, no wedding will be scheduled after 3:00 PM on Saturdays. Fees are to be paid 10 days prior to the wedding. (Fees On FEE SHEET)
6. The fee shall be paid in accordance with the Fee Schedule.
7. There is to be **NO** removal of any fixtures that are on the doors, wall, etc. Building and grounds are to be left in the same condition as they were found prior to the wedding.
8. Breakage or damage of any equipment or furnishings of the church used by the wedding party are to be replaced or fixed as they were found prior to the wedding.
9. Nursery is **NOT** provided.
10. Rice is **NOT** to be used. Birdseed or bubbles **ONLY** is to be used outside of the building.
11. Dancing is not permitted in church facilities.

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***GUIDELINES FOR THE FLORIST***

1. Drip-less candles must be used with a clear plastic runner at the base of each candle holder.
2. The surface of the organ and piano are not to be used for flower holders, candle holders, etc.
3. No nails or tacks are to be used anywhere.
4. No tape is to be used on pews to attach flowers or candle holders.
5. Remove equipment from sanctuary within one hour from end of ceremony.
6. Thermostats are to be controlled by church custodian or church staff.
7. Only silk petals may be dropped by the flower girl.
8. No smoking in building at any time.
9. A copy of the guidelines must be given to each florist by the wedding party.

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***FEE SHEET***

A facilities security of \$400.00 is required (Non-Members), payable 10 days prior to first usage of facilities. This deposit will be returned without interest (less any additional custodial fees in excess of the \$100.00 minimum) after an inspection of the facilities has determined that the facilities are undamaged. Any excess custodial fees and or damage, maintenance, repair, or unusual cleaning costs shall be deducted from the security deposit and the remainder will be returned to User within 10 working days. If there are any additional costs or damages to church facilities in excess of \$400.00, Faith Baptist Church will bill the User for additional expenses.

All fees are payable 10 days prior to first usage of facilities

**FEES (NON MEMBERS)**

Security Deposit	400.00
Use of Sanctuary	300.00
Use Of Reception Facilities	100.00
Sound Equipment	75.00
Custodian	100.00
MINIMUM- For each hour in excess of 8, custodian shall be Paid an additional 15.00 per hour.	

\*Security Deposit will be refunded when custodian deems facility has been left in tact.

\*\*A waiver of the Security Deposit can be obtained if an active church member assumes liability.

**FEES (MEMBERS)**

Sound	Responsibility of Wedding Party to secure sound technician & reimburse accordingly.
Custodian	100.00*

\* Custodial expenses ONLY- No charge for use of facilities for church members.

\* MEMBER STATUS DEFINED-An immediate family member of a member of Faith Baptist Church shall be eligible for Member Fees. Immediate family member is defined as husband, wife, father, mother or child.

# FAITH BAPTIST CHURCH

## *Waiver Of Liability And Release*

### **KNOW ALL MEN BY THESE PRESENTS:**

That the undersigned, his or her heirs and assigns, for and in consideration of a good and valuable consideration (specifically being the use of the facilities, services, programs, and/or ministries provided by **FAITH BAPTIST CHURCH OF CORBIN, INC.** of American Greeting Road, Corbin Kentucky, 40701, the receipt, sufficiency, and adequacy of which are hereby acknowledged, does hereby waive any claim of liability of the Corporation pertaining to the aforesaid use of facilities, services, programs, and or ministries; and does hereby release and forever quitclaim unto the Corporation, its successors, heirs and assigns, any and all potential claims or causes of actions against the Corporation pertaining to the undersigned's use of said facilities, services, programs, and or ministries. The undersigned has fully read this Waiver of Liability and Release, or has had this instrument read and explained in full. The undersigned executes this instrument knowingly, intelligently, and voluntarily, without any coercion, duress, or undue influence exercised from any source whatsoever.

IN WITNESS WHEREOF, the undersigned has set his/her had hereto, in this the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Address\_\_\_\_\_

Witnessed By:

Signature\_\_\_\_\_

Date\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_