

11.22 Use of the Sanctuary for Weddings

Church members and regular attendees have first priority for use of the sanctuary for any functions, including weddings. It should be understood that the Church facilities are not to be considered buildings that are generally available for use by the community at large. The purpose of the facilities is for ministry. However, if the Church Elder Board determines it is appropriate, following submission of a fully executed BRAC Facility Use Agreement, the facilities, including the sanctuary, may be rented to non-members and those not attending on a regular basis for certain purposes, such as weddings.

11.22.1 Rental Fee

A rental fee of \$500 is required for use of the sanctuary by non-members or those not regularly attending. Half shall be collected at the time the reservation is made by the Church Office Secretary. The balance is due 30 days prior to the event. Up to 30 days prior to the event, in the case of a cancellation, a full refund will be provided

Neither a rental fee or damage deposit is required for wedding use of the church by members or regular attendees.

11.22.2 Prohibition of Items

Rice shall not be used inside or outside of any facilities.

Bird seed is acceptable for use outside the facilities, however, it should be swept off of parking and sidewalk areas after the wedding is completed.

The only candles that are allowed for weddings shall be drip-less florist candles. All candelabra shall have protective material placed beneath them to prevent carpet damage.

If candles are used on the pews, they must have "hurricane" type globes to prevent fire hazard and carpet damage.

At no time shall any alcoholic beverage be allowed in the Church facilities.

Smoking and use of any tobacco is prohibited in all Church facilities.

11.22.3 Additional Services

Payment of the rental fees does not provide for use of any additional services/equipment.

Additional fees shall be required as follows:

Janitorial Fee:	\$200
Sound/Video System Operator:	\$150

11.22.4 Moving of Platform items

Instruments, speakers, planters, risers, chairs, communion table, pulpit, microphones, microphone stands, amplifiers, silk plants, and any other items on the platform shall not be moved by anyone other than the Sound/Video System Operator/Assistant. Certain items can receive costly damage if they are disconnected, moved, etc. Piano and drum set can not be moved.

11.22.5 Use of Instruments

Users of the sanctuary may use Church-owned instruments as needed for their function. However, many of the instruments on the platform are not Church property, but belong to individuals in the Church, and their use by anyone other than those approved by the owners is strictly prohibited.

Therefore, any use of instruments **MUST** be discussed with the Sound/Video System Operator/Assistant to determine which instruments are available for use by the user.

11.22.6 Sound System Operation during Weddings

The Church sound system is available for use during weddings. This includes the video projection and recording system.

HOWEVER, NO UN-AUTHORIZED PERSONS ARE ALLOWED TO OPERATE ANY PART OF THE CHURCH SOUND, VIDEO, COMPUTER OR RECORDING SYSTEM.

If available, an approved, trained and authorized member of the Church shall be scheduled for both the rehearsal and the wedding ceremony for the operation of the system on behalf of the wedding party. All audio/video needs should be discussed with the operator at least two weeks prior to the event.

This person shall be compensated from the fees collected for rental of the facilities.

If no sound/video system operator is available, users are welcome to provide their own audio equipment and operator.

11.22.7 Sanctuary Chair Set-up during Weddings

By request only, users of the Church are free to change the chair set-up in the Sanctuary if required to create a center aisle. Church staff must be consulted regarding arrangements to return chairs to the original configuration.