

# Facilities Policy - Wedding

Bonaire United Methodist Church

221 Church Street, Bonaire, Georgia 31005 – (478) 923-7317

These policies help guide those persons and groups interested in using our facilities for weddings and vow renewals. After reading over our church's policies, you'll be asked to submit a Reservation Form (found on the back), Damage Deposit and any appropriate Facilities Fees. Thank you for considering our church building(s) for your events.

It is the responsibility of the person(s) reserving the facility to ensure that the guidelines are strictly followed. If you have any questions, please contact the church office at (478) 923-7317.

## **THE WEDDING CEREMONY**

The opening words of the service of marriage begin, "Dearly beloved, we are gathered here in the sight of God... ". We will do our best to enhance the consciousness of God's presence, both in your minds and in the minds of those who share in the service.

We are delighted that you have given Bonaire United Methodist Church the opportunity to share its ministry with you through the event of your wedding. Our goal is to provide a setting which will uphold the sanctity of marriage and magnify the joy that characterizes all Christian worship, most especially the service of a Christian marriage.

This is a time for establishing a sacred covenant. Those who come to be joined in holy matrimony should recognize that we view marriage as sacred and instituted by God and, therefore, seek not only to make the wedding a joyful event, but more importantly, strive to ensure that it is a meaningful religious ceremony. We believe that the inherent beauty, sacredness and solemnity of the occasion should remain the focal point of the service. It is toward that end that we have prepared these guidelines. Please read them carefully.

**TO THE RESERVING PARTY:** It is your responsibility to read, with great care and sensitivity, the following guidelines, and ensure that everyone involved (florist, decorators, directors, photographers, videographers, family members and members of your wedding party) understand and follow these guidelines as set forth herein. It is also your responsibility to make sure that adequate arrangements have been made to take care of all details relating to the wedding. Please be advised that Bonaire United Methodist Church reserves the right to change the policies and/or fees found in the Wedding & Facilities Policy at any time.

## **SCHEDULING A WEDDING:**

Reservations are scheduled through the Bonaire Church Office. The first step in the reservation process is to determine the availability of the church for a desired date. For information regarding the availability of facilities, please contact the church office at (478) 923-7317. These three items need to be completed to reserve your date on the Church Calendar:

1. **The Reservation Fee:** This fee must be paid in full at the time of the reservation (see page 6).
2. **Reservation Form:** see page 8.
3. **The Officiant:** The Pastor of Bonaire is available to perform weddings and vow renewals. Any request for a minister who is not a part of the staff of Bonaire UMC may be made by completing the appropriate section of the Wedding Reservation Form. Required information includes the minister's name, contact information, church affiliation and documentation relating to his/her ordination into the ministry, i.e. Certificate of Ordination. This is a very important part of the reservation process and must be done at least one month from the date your wedding is scheduled. The approval for a minister comes from the Pastor of Bonaire UMC.

Completion of the above requirements reserves the facilities for the Rehearsal and Wedding.

- We schedule only one wedding per weekend.
- Cancellations: A refund will be made, only after receiving written notification from the reserving party no later than 48 hours prior to the start time of the rehearsal.

## **THE MINISTER AND THE MARRIAGE LICENSE**

Only ordained, certified, Christian ministers may perform weddings at Bonaire UMC; if a visiting minister is to conduct the ceremony, prior approval must be obtained from the Bonaire UMC Pastor.

The Wedding Fee does not include the honorarium for the minister(s). Members of Bonaire UMC are not charged a fee by our Pastor for the wedding ceremony or for premarital counseling. If non-members wish to use Bonaire's pastor, they are charged a fee due to the time dedicated to premarital counseling, rehearsals, etc., outside the scope of the minister's regular pastoral responsibilities to the Bonaire congregation. The fee for nonmembers is \$200, which includes sessions for premarital counseling (typically 1-2 sessions), time dedicated for wedding planning, rehearsals, and officiating the wedding. Fees and honorariums should be given to the minister(s) prior to the wedding rehearsal.

The marriage license (obtained at the Office of the Probate Court) is to be given to the officiating minister at the time of the rehearsal or prior to the wedding.

## **RESTRICTED DATES**

No weddings or rehearsals can be scheduled on the following dates:

1. Easter weekend (from Maundy Thursday through Easter Sunday)
2. July 4th Weekend (if July 4th falls on Friday or Saturday)
3. Thanksgiving Weekend
4. Christmas Weekend (if Christmas Eve/Day falls on any weekend day, Friday-Sunday)

## **PHOTOGRAPHS**

Noise and lights, flashes or clicking sounds distract from the spirit of the service of worship. Guests will not be permitted to take photographs until after the ceremony. The worship service is understood to begin with the music for the prelude.

The photographer may take photographs within these guidelines:

1. Flash photographs may be taken of the bridal party during the processional, as they start down the center aisle.
2. After the processional is concluded, only photographs without flash may be taken, providing there is no noise, clicking sound or any other distraction. Use of auto-winding or motor-driven cameras during the ceremony is prohibited.
3. Flash pictures may be made as the recessional is in progress.
4. Additional photographs may be taken with flash, or other lighting equipment, before the prelude begins, or again after the ceremony. The minister will gladly re-stage any portion of the ceremony for photographs afterward. Pictures with the minister need to occur immediately following the conclusion of the service.
5. Under no circumstances should the photographer or members of the wedding party or guests stand on the chairs or pews.
6. The photographer should not move around during the ceremony. This is distracting to the worship service.

[Note: You are responsible for providing a copy of these guidelines to your photographer.]

## **VIDEO CAMERAS**

Use of a video camera is allowed following these guidelines:

1. Cameras must remain stationary.
2. No additional light bays may be used.
3. Extra equipment may not be laid on the pews, or anywhere that can be seen.
4. Care must be taken to ensure that there is no noise or other distraction.

[Note: You are responsible for providing a copy of these guidelines to your videographer.]

## **SANCTUARY/CHAPEL PREPARATION AND FURNISHINGS**

A wedding ceremony is a worship service. Please keep in mind the atmosphere and characteristics of a place of worship when planning the style and number of decorations. The wedding is a service of worship and should always remain primary. The decorations should serve to enhance a service of sacred commitment, rather than serve as a distraction.

## **FLORAL ARRANGEMENTS AND POTTED PLANTS**

The regulations for flowers and decorations are designed to:

1. Prevent damage to Sanctuary and Chapel furnishings
2. Assure all fire codes are followed and all aisles and walkways are kept free from obstruction.

- No decorations may be hung on, attached to or placed on top of the chancel rail.
- No decorations will be hung from the walls.
- An aisle cloth/runner may not be used (liability).

## **FLORAL ARRANGEMENTS AND POTTED PLANTS (CONTINUED)**

- No candles are allowed on pews, in the aisles or windows. The only candles used will be the altar candles, and candelabras provided by the church or florist.
- It is the responsibility of the reserving party to see that the florist follows the guidelines.
- The reserving party and florist will be responsible for any damage to the floors, building or furniture.

Floral arrangements: Assembly should be completed before they are delivered. If not, then assembly must take place outside the building. All containers must be leak-proof. If you would like to leave your flowers for our Sunday Service, in honor of your wedding, please inform the church office earlier in the week. It is the responsibility of your florist to coordinate delivery and set-up time with Bonaire UMC. The Sanctuary will not be opened for deliveries outside the scheduled delivery time. The florist will have one and a half hours from the scheduled delivery time to decorate. After the ceremony and pictures of the wedding party have been completed, flowers and equipment must be promptly removed.

All potted plants must be in clean, waterproof containers. Under no circumstances should any potted plant be placed directly on the floors, furniture, pads or any other Bonaire United Methodist Church property. Care should be taken so that the ferns, palms, and other decorations do not block the view of the musician(s) or the entrance or movement of the officiating minister.

## **ALTAR AND CROSS**

No flowers, palms, potted greenery or candelabras may be placed in front of or on the altar table. No decorative items may be placed between the altar and the cross. The view of the cross cannot be obscured and should remain the focal point of any worship service. Altar paraments will be white during the wedding and will be changed before and after the wedding by the worship committee (in Bonaire UMC). The cross and candles on the altar table cannot be removed.

## **FOOD/DRINK/SMOKING**

NO ALCHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES. It is your responsibility to make sure that each and every person in your wedding party is made aware of this. There are to be no beverages or food in the Sanctuary or Chapel. Since your wedding is a worship service in a United Methodist Church, a minister may refuse to consecrate a marriage where one or more of the participants are impaired by alcohol or any other substance. No smoking on premises.

The wedding party is responsible for providing dishes, flatware and cooking utensils. For no reason shall the church dishes, flatware, or utensils be used.

## **CLEAN-UP AND REMOVAL OF PERSONAL ITEMS**

All personal items must be removed from all parts of the church immediately following the ceremony (Sanctuary, restrooms, Fellowship Hall, etc., including such items as flowers, pew markers, programs, etc.). Anything that has been moved should be returned to its proper place. Due to insurance liability, Bonaire United Methodist Church will not assume any responsibility for any item(s) left unattended during the service or left behind following the ceremony. All trash shall be placed in the outside container. No rice or confetti may be used, under any circumstance.

### **CLEAN-UP AND REMOVAL OF PERSONAL ITEMS (CONTINUED)**

Birdseed may be used outside the building only. It is the obligation of the person reserving the building to ensure all of these responsibilities are completed, as they are not included in the church's custodial fee.

### **SOUND**

In the main Sanctuary, the sound system can be made available. Any support with media and audio will require one of Bonaire UMC's member's to be hired in advance (\$50 additional fee).

### **THE CHURCH FURNITURE AND BUILDING**

The church furnishings central to worship in the sanctuary may be moved upon approval of the pastor (example: pulpit, altar, baptismal font, etc.). They must be returned to their original locations by the reserving party at the end of the event.

Special care should be taken to protect the floors, chairs, pews and walls. No hooks, etc., can be placed on the wooden ends of the pews. Any damage incurred would be the responsibility of the person who reserved the church. Do not use nails, tacks, glue, staples, tape, hooks, screws, Velcro, or any other item which would leave a permanent mark – no matter how small.

### **KEY USE POLICY**

Building keys being issued for use will need to be signed out in the church office. Keys may be picked up in the church office during regular business hours (Mon-Thur, 9 AM – 4 PM, Fri, 9 AM – 12 PM). It is advisable to call ahead to verify desired keys are available for pick up (478-923-7317). Keys issued should not be duplicated, loaned or made available to others. Lost or stolen keys should be reported immediately to the church office at (478) 923-7317. The holder of a key to any portion of the facility assumes responsibility for the safekeeping of the key and its use. When leaving the building, ensure that all doors and windows are secured. Broken keys should be returned to the church office for a replacement to be issued. Key(s) should be returned to the church office by the required date.

### **HOLY COMMUNION IN THE WEDDING**

If you desire to serve Holy Communion during your wedding at Bonaire, you must abide by the following:

- The minister must be authorized to administer the sacrament in his/her denomination.
- The minister must use the United Methodist liturgy, or a liturgy approved by the Bonaire UMC pastor.
- Holy Communion must be offered to everyone attending the worship service.
- The wedding party must provide all the elements for Holy Communion.

### **WEDDING DIRECTOR AND MUSIC**

It is expected that you will provide an experienced Wedding Director to coordinate your service. Music should be in keeping with the sacredness of the service. Since the wedding ceremony is a service of worship, all music (preludes, solos, wedding processional, recessional and postlude) should reflect the beauty and dignity of worship. All music must be approved by the pastor. Show tunes, popular songs and love songs, while meaningful to the bride and groom, are more appropriate for use in the reception following the ceremony.

## **ORGANIST/PIANIST**

The Facilities Fee does not include the services of the accompanist. Contact the church office to secure the names and contact information of an accompanist to consult, in advance, about availability, fees, and music to be used.

## **RESERVATIONS AND FEES**

### **Damage Deposit**

All events require a \$250 Damage Deposit to be booked. This deposit is payable by check, made out to Bonaire UMC. The Damage Deposit fee will be refunded after the event if, after inspection, the facilities have been returned as expected. Bonaire UMC will issue a refund of the Damage Deposit within ten (10) working days after the event. The agreed upon amount of \$250 does not limit Bonaire UMC from seeking further restitution if damages exceed that amount.

### **Facility Fees**

The fee must be paid in full when the reservation is booked. A date will not be considered confirmed until your check, the required ministerial information and the appropriate Wedding Reservation Form has been received. These fees are to be paid in advance of the booking of the event. Deliver fees to the Bonaire church office, with the check made out to Bonaire UMC, or mail them with the completed Wedding Reservation form to:

Bonaire UMC, 221 Church St, Bonaire, GA 31005

| <u>Fees<sup>1</sup></u>                  | <u>Member<sup>2</sup></u> | <u>Non-Member</u> |
|--|---------------------------|-------------------|
| Bonaire Main Sanctuary                   | \$0                       | \$150/hr          |
| Bonaire Historic Chapel                  | \$0                       | \$100/hr          |
| Bonaire Fellowship Hall                  | \$0                       | \$100/hr          |
| Church Custodian (clean up) <sup>3</sup> | \$75                      | \$150             |
| Church Host <sup>4</sup>                 | \$0                       | \$100             |
| Pastor Fee                               | \$0                       | \$200             |

### Notes

<sup>1</sup>To qualify for a Member Fee, one of the following must be a member of Bonaire United Methodist Church for at least six months prior to reserving a wedding date: the bride, the groom, or one or both of either sets of parents or grandparents. All others must use the Non-Member fee/schedule.

<sup>2</sup>A fee of \$75 (members) or \$150 (non-members) will be assessed for clean up by the church custodian. Members and non-members will be required to use the services of the custodian, but all policies regarding clean-up by the reserving group are to be carried out, as well. Failure to clean up results in forfeiture of the \$250 deposit.

<sup>3</sup>The fee related to the Church Custodian can be waived or amended at the discretion of the Pastor or Chairperson of the Board of Trustees.

<sup>4</sup>Primarily applies to weddings of non-members who need someone with key to be present when event occurs outside of office hours.

**AGREEMENT TO HOLD HARMLESS**

By completing the Reservation Forms, you agree that you have read and understand the Wedding Policy of Bonaire United Methodist Church, and agree that the relationship between the Applicant and BUMC is limited to that of facility-use only. The applicant agrees to indemnify and hold harmless Bonaire United Methodist Church from any and all claims of third parties which may heretofore or hereafter arise, known and unknown, related in any way to this agreement, including but not limited to, injuries arising from the use of the facility.

This is a Christian facility, serving the people of God, therefore all individuals using this facility must conduct themselves in accordance with the highest of Christian behavior and standards. Failure to comply with the policies outlined in this document, others made by in person by representatives of the Church, and the laws of the land, will constitute a breach of contract and will result in being asked to vacate the premises immediately.

The person making the initial reservation and paying the fee will be responsible for any damages incurred – including damages from florists and other contracted service companies that you hired. Make sure all the companies you hire receive a copy of the policy as it relates to their area. Please contact the church office with any questions at 478-923-7317 or email: [info@bonairechurch.com](mailto:info@bonairechurch.com).



# Wedding Reservation Form

**Bride's Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Groom's Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Pastor of Bonaire UMC to perform ceremony.**

|  |
|--|
| Office Use Only  |
| \$200.00 Non-Member Premarital Counseling Fee  |
| Date Received: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ Received By: _____ |

**Minister other than Bonaire UMC's pastor to perform ceremony.**

Minister's Full Name: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

|  |
|--|
| Office Use Only  |
| Certificate of Ordination Received: _____ Approved by Pastor on: _____ |

I have received a copy, read and understood the Wedding and Facilities Policy for Bonaire United Methodist Church. I agree to the terms and conditions of this policy.

\_\_\_\_\_  
Print Name of Responsible Party

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





Member  
 Non-Member

221 Church St • Bonaire, GA 31005 • 478-923-7317

## Reservation Form – Wedding Facilities

Contact Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Location(s) being reserved:

- Main Sanctuary
- Elm St – Fellowship Hall
- Elm St – Room: \_\_\_\_\_
- Tables – Round (4) # \_\_\_\_\_
- Main Bldg - Room: \_\_\_\_\_
- Elm St – Student Room
- Tables – Round (8) # \_\_\_\_\_
- Chairs # \_\_\_\_\_
- Chapel

Will you use the Kitchen?  Yes  No

Date(s) Requested: \_\_\_\_\_ Time Needed: \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ Time Needed: \_\_\_\_\_ to \_\_\_\_\_

Scheduled By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Church Family Members,  
if any, and their relationship: \_\_\_\_\_

\$ \_\_\_\_\_ Facility deposit due Rec'd On: \_\_\_\_\_ Ck#: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

Refund Ck Request Submitted on: \_\_\_\_\_ by: \_\_\_\_\_

Mail  Pick Up Returned On: \_\_\_\_\_ Return by: \_\_\_\_\_

\$ \_\_\_\_\_ Custodial fee Rec'd On: \_\_\_\_\_ Ck#: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

\$ \_\_\_\_\_ Facility Hourly fee Rec'd On: \_\_\_\_\_ Ck#: \_\_\_\_\_ Rec'd by: \_\_\_\_\_