

DAMASCUS BAPTIST CHURCH POLICY
PROPERTY USE AND CARE

(Updated 08/01/2017)

The following policy is to be used in governing the use of the property of Damascus Baptist Church (DBC). A majority of the Board of Trustees must approve the use of any and all facilities. Request should be made 30-days prior to actual use, upon approval the actual date and time will be added to the church calendars. This document and any omissions are subject to interpretation of the Board of Deacons, The Buildings and Grounds Committee or their designated representative. The Event Coordinator or a Trustee will be present at all functions involving use of church facilities or property. A copy of this policy will be provided to members and non-members prior to use of facilities.

I. USE OF BUILDINGS AND FACILITIES

- A. Our facility is available for church member and community organizations upon Trustee approval. (ex. SAR) The contact person for the building use will be the Event Coordinator or in her absence the Trustees.
- B. Generally, priority for the use of the Sanctuary will be given to active church members and their immediate families. Any other requests must be approved by the Pastor, Deacons and Trustees.
- C. Fees (for church approved activities):
If set-up or clean-up is required fees will apply.
Set Up-\$75
Clean Up-\$125
- D. It is required that the facilities be left in the same condition in which they are found, a checklist will be provided, to insure we all have a clean, well kept place to use. Donations are welcome to defray cost of using the building.
- E. Individual church members may request to use the fellowship Hall (i.e. anniversary celebration or family reunion) for a fee of \$200.
- F. Buildings and Facilities:
Maximum Occupancy:
Sanctuary 250 persons
Fellowship Hall 300 persons
- G. No pets allowed inside any church buildings.

II. BUILDINGS AND FACILITIES

- A. The DBC facilities may be used by any recognized organizations of DBC and any sub-groups thereof.
- B. The DBC facilities may NOT be used by any groups or organization whose beliefs are in conflict with those of DBC.
- C. The DBC facilities may NOT be used for commercial or political purposes. Except for use as a voting precinct or polling place.

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- D. Smoking is NOT allowed in any interior spaces of any building or within 25 feet of any entrance to a building.
- E. No alcoholic beverage is allowed on DBC property or in any facilities.
- F. When facilities are used for activities, any and all furniture must be replaced in its original position upon completion of the activity. We ask that heating and air temperatures not be adjusted more than 3 degrees from original setting. All windows must be closed, heating or air conditioning must be returned to their original settings, all lights turned off and all doors closed and locked. The leader, organizer, or renter is responsible for seeing that this is accomplished prior to vacating the building or room.
- G. All facilities must be vacated no later than 10:00 PM.

III. SPECIAL RESTRICTIONS ON SPECIFIC ITEMS

- A. Sanctuary Furniture: None of the furniture or equipment normally located in the sanctuary may be removed from the church building. (piano may NOT be moved)
- B. Classroom Furniture: Any furniture normally located in classrooms that is borrowed must be returned to that classroom. If the classroom furniture is used in another part of the building it must be returned to its original location.
- C. Portable Equipment: Projectors, screens, other audio visual and musical equipment are to comprise the "portable equipment" of the church. This equipment may be lent to other churches or organizations at the Music Directors discretion.
- D. Portable Property: Portable property of the Church consisting of but not limited to folding tables, folding chairs, kitchen equipment, etc., may be borrowed by church members. Round tables, white folding chairs and blue upholstered chairs may not be borrowed. The event Coordinator or in her absence the Trustees must be contacted for permission to check out portable property. Then, using the attached form, the Event Coordinator must be present to check out the property and also to check it back in upon return. The member borrowing any portable property is responsible for returning the property to the original location and in its original condition. The member is responsible for repair or replacement of any damaged property.
(Attached Portable Property Check List.)

DAMASCUS BAPTIST CHURCH

PORTABLE PROPERTY/EQUIPMENT CHECK LIST

	<u>Amount Out</u>	<u>Condition</u>	<u>Amount Returned</u>	<u>Condition</u>
Folding Tables	_____	_____	_____	_____
Folding Chairs	_____	_____	_____	_____
Kitchen Equipment	_____	_____	_____	_____
Projector/LCD	_____	_____	_____	_____
Screen	_____	_____	_____	_____
Other	_____	_____	_____	_____

 (Signature of member responsible)

 (DATE)

 (DATE DUE BACK)

 (Signature of Trustee checking property OUT)

 (DATE)

 (Signature of Trustee checking property IN)

 (DATE)

ALL PROPERTY MUST BE RETURNED
TO THE ORIGINAL LOCATION
AND IN ITS ORIGINAL CONDITION.

***see attached form with replacement cost in case of loss or damage**

Approved by Church Conference 10/19/2014

Wedding Policy for Damascus Baptist Church

This is an addendum to the existing policy

Marriage is a sacred covenant relationship ordained by God. God's definition of marriage means only the legal union between one man and one woman as husband and wife. Therefore, the term spouse refers only to a person of the opposite sex who is a husband or a wife. Genesis 2:23-24 as well as New Testament passages such as Ephesians 5:21-33 reveal God's plan for marriage.

The wedding ceremony performed in a Church should be Christian in every aspect. In as much as a Christian wedding is part of the ministry of fellowship within the Church, the Pastor and the Church reserve the right to share in the planning and execution of the wedding. Therefore, if there is evidence related to the parties involved or the wedding arrangements that would bring reproach upon the Church, the Pastor and the Church reserve the right to refuse any couple asking permission to be married in the Church and/or cancel any scheduled wedding.

All weddings taking place at Damascus Baptist Church must be approved by the Pastor and Deacons as the spiritual leaders of the Church. Any guest minister used in wedding must be approved by the Pastor and Deacons. This addendum to the existing wedding policy is adopted by Damascus Baptist Church to uphold and honor Christian marriage as instituted by God.

DAMASCUS BAPTIST CHURCH WEDDING POLICIES

Your wedding is very important to all involved at DBC to uphold and honor Christian marriage as instituted by God. Please use this booklet as a checklist as you begin your plans. May God bless you as you embark on this exciting journey of marriage!

I. PASTOR'S WEDDING POLICIES

- A. The pastor requires that both bride and groom have a personal relationship with Jesus Christ.
- B. For the pastor to perform the ceremony, either the bride or groom must be a member of DBC, or be an immediate family member of DBC.
- C. The pastor requires a minimum of six weeks notice prior to the actual wedding day. During this time, there will be three counseling sessions. The final session will take place within ten days of the wedding day.
- D. The wedding ceremony should be Christ-honoring in every aspect. This is to include music. The DBC pastor will provide the couple with ceremonies at the initial counseling session (or earlier, if requested). The couple is invited to create their own if so desired.
- E. Generally, the DBC pastor will attend the wedding rehearsal. On those occasions, he does not attend he will have had prior discussion with the couple regarding rehearsal.
- F. Other ministers may perform wedding ceremonies in the facilities of the church, but must abide by the afore mentioned policies. The pastor will need to approve this arrangement and will contact the minister performing the ceremony.

II. GENERAL WEDDING POLICIES

- A. Reservations are made through the Event Coordinator, contact the church office for instructions.
- B. **Neither rice nor confetti** may be thrown at any time on the church property. Bird seed may be thrown or small individual bubbles can be used on the outside of the church buildings and should be given to guests outside as they exit the buildings.
- C. It will be the responsibility of the wedding party to replace or reimburse the church for damaged or broken items belonging to the church. Please notify the Event Coordinator of any such incidents.
- D. If offered by the wedding party, the church will gladly use flowers from weddings in the worship services on Sunday (per availability). This information should also be posted on the flower calendar as far in advance as possible.

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- E. Lighted candles shall NOT be carried down the aisles as wax is extremely difficult to remove from the carpet. Stationary candles mounted on pews down the aisles may be used as long as pews are protected from damage.
- F. Movement of church furniture and sound equipment will be accomplished by the church. Instructions shall be given to the custodian two weeks prior to the wedding.
- G. The bride and groom should familiarize all members of the wedding party with these policies and requests.
- H. Church office hours are from 8:30 AM – 12:00 PM, Monday-Thursday. Telephone: (706) 541-1064. Event Coordinator: Beverly Fuller (706) 799-2022.
- I. December weddings and weddings on holiday weekends require special permission. **NO weddings between Palm Sunday and Easter.**
- J. All personal items must be removed before leaving for the reception, if it is off the premises.

III. FACILITIES AND EQUIPMENT AVAILABLE

(No equipment is available for use outside of church property)

- A. The Sanctuary may be used for church weddings. The Sanctuary will seat approximately 250.
- B. The Fellowship Hall is available for rehearsal activities and reception.
- C. The church must be vacated within 4 hours of an afternoon wedding (before 6 PM) and within 3 hours of an evening wedding (6 PM and after).
- D. If kitchen is used, whether for the rehearsal dinner or reception and the dishwasher is used, someone from the wedding or the caterer must make arrangements to unload same.
- E. The following equipment is available for your use:
 - 1. Large rectangular and round tables in Fellowship Hall for refreshments. (6 foot and 8 foot tables)
 - 2. Table cloths are not available and rental of tablecloths from an outside source is the responsibility of the wedding party.
 - 3. Ice from the icemaker is available for the reception. The wedding party should notify the church office if they plan to use the ice so it can be reserved.

IV. FINANCIAL POLICIES

A. DEPOSITS

1. A deposit of 25% of the total cost, plus a \$200.00 security deposit are due at the time the wedding reservation is made.
2. The security deposit will be refunded if the church and property are left in condition as stated in previous policies.
3. A refund of all deposits will be made if cancellation is received in church office at least six weeks prior to the date reserved.

B. FEES

(Include facility usage fees along with services of the kitchen coordinator and the custodian)

INDIVIDUAL FEES:

Sanctuary	\$100.00 (includes rehearsal & ceremony)
Rehearsal Dinner	\$100.00
Reception/Fellowship Hall	\$200.00
Sound Tech	\$75.00
Set Up (if required)	\$75.00
Clean Up (if required)	\$125.00

1. The wedding party should discuss & pay fees individually for pianist and soloist.
2. Fees are to be paid directly to the church office and made payable to: Damascus Baptist Church (6375 Ridge Road Appling, GA 30802), 2 weeks prior to the wedding.

V. PICTURES

(Give a copy of this page to your photographer and videographer)

- A. Once pictures have been completed in Sanctuary, please do not return as Sanctuary will then be cleaned by custodian.
- B. A protective cloth (furnished by photographer) must be used if it is necessary to stand on pews or furniture.
- C. Candelabra(s) with real candles may not be arranged for pictures due to hot wax spillage on carpet and furnishings.
- D. Smoking is not permitted in any of the buildings.
- E. Use of alcoholic beverages is not permitted in any of the buildings or on the church grounds.
- F. Evidence of alcohol will result in a forfeiture of security deposit and immediate termination of ceremony.

VI. FLOWERS

(Give a copy of this to your florist)

- A. No tacks, nails, tape or other materials which may permanently deface the buildings or furnishings may be used in decorating.
- B. Only drip less candles may be used. If candles are used in the choir loft, the choir chairs must be protected. Extreme caution must be exercised in placing the candelabra where they will not tip over. The wedding party will be billed for any cleaning made necessary by damaged to carpets.
- C. Flowers and decorations must be removed within 4 hours after the time of the wedding ceremony. Facilities must be left in the same order in which they are found. All trash must be placed in the dumpster.
- D. The wedding party should instruct the florist if flowers and containers are to be left for use in worship services. Flowers should be watered before leaving.
- E. Stationary candles mounted on pews down the aisle may be used as long as pews are protected from damage.
- F. Smoking is not permitted in any of the buildings.
- G. Use of alcoholic beverages is not permitted in any of the buildings or on the church grounds.
- H. Evidence of alcohol will result in a forfeiture of security deposit and immediate termination of ceremony.

VII. RECEPTION

(Give a copy of this to your caterer)

- A. The caterer must contact the Event Coordinator two weeks prior to event regarding which equipment is to be made ready, and what time it is to be ready.
- B. All caterers using the church facilities will be expected to leave the kitchen and reception area in the order in which they were found. Including dishwasher, if used it must be unloaded after use, a checklist will be provided.
- C. Ice from the icemaker may be used by the caterer; however, the church office needs to be notified if the ice is to be reserved.

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- D. All trash must be placed in plastic bags and placed in the dumpster available at the back of parking lot.
- E. Smoking is not permitted in any of the buildings.
- F. Use of alcoholic beverages is not permitted in any of the buildings or on the church grounds.
- G. Evidence of alcohol will result in a forfeiture of security deposit and immediate termination of reception.
- H. Tablecloths must be provided by caterer or the wedding party.
- I. Caterer must vacate kitchen within 4 hours of an afternoon wedding (before 6 PM) and within 3 hours of an evening wedding (6 PM and after).
- I. Failure to abide by above policies and rules posted in the kitchen will result in forfeiture of security deposit and caterer will not be allowed to use our facilities again.

VIII. MUSIC

- A. Since a Christian wedding is a worship service, the music selected should be sacred. It is suggested that secular music be confined to the wedding reception.
- B. The Minister of Music is available by appointment to counsel with the bride and groom regarding the proper use of music.
- C. Soloist, pianist, or other musicians should be contacted directly by the wedding party and fees discussed them.
- D. Music to be used during the wedding ceremony should be cleared with the Minister of Music as soon as possible and no later than one week before the rehearsal.
- E. A member of the sound committee **MUST** be present to operate the sound system during the wedding ceremony. The sound technician will attend the rehearsal in order to finalize arrangements for the ceremony.