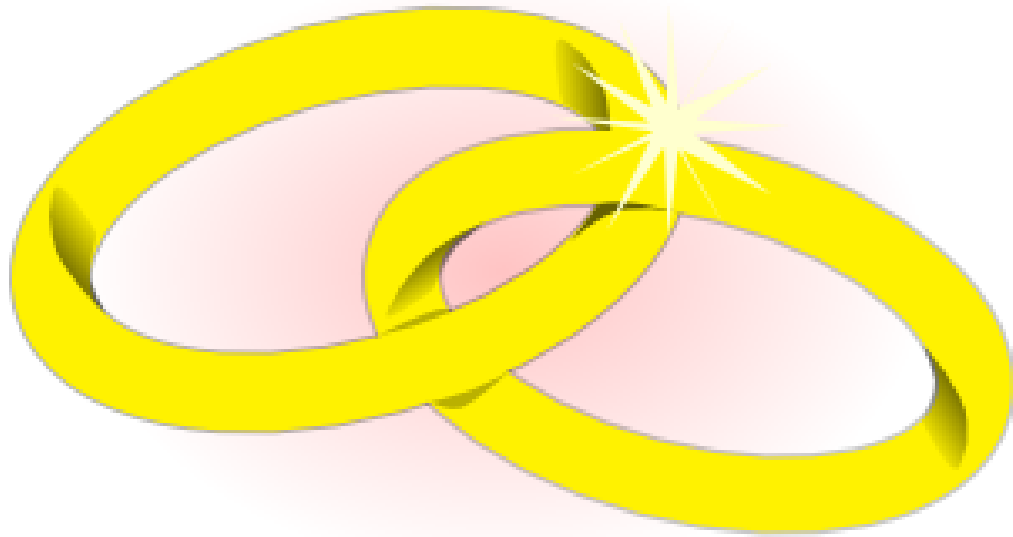


*Folsom Free Will
Baptist Church*



Wedding
Policies and Procedures

Wedding Policies for Folsom Free Will Baptist Church

The Use of Church Facilities

A wedding held in a church and performed by a minister is more than a legal contract; it is an experience in Christian worship. This fact should govern your thoughts while planning your wedding day. The sanctuary is a sacred place and all activities should be conducted with that understanding in mind.

Before setting your wedding date, come by the church office to make sure your projected date is available. All paperwork must be finalized and turned into church office before the date can be made official. This will help avoid conflicts in scheduling. When considering your wedding date, remember there will be no weddings after 4 p.m. on Saturdays and none on Sundays. Exceptions are possible but must be cleared through the church office.

The Minister

If you plan to have the Folsom pastor conduct your ceremony, contact him as soon as possible. He will want to arrange a series of counseling sessions prior to the ceremony.

If you desire to use another minister or an additional minister, it is common courtesy to inform the Folsom pastor of your plans. The visiting minister may have questions that he must have answered prior to the ceremony. This will be a benefit to the individual.

The Music

It is not assumed that church musicians will be used for the wedding celebration. If musicians are to be used, arrangements should be made with each musician. The use of any church music or sound equipment must be cleared through the church office. Much of the equipment is not church owned but individual owned.

Music of a religious nature, of course, is recommended for any event held in our facilities, but this is not mandatory. We do request that you be respectful to our beliefs and wishes. No music with cursing or suggestive lyrics (alcohol, drugs, or sex) should be considered.

Policies and Suggestions

The following guidelines will help you in planning your wedding. They will introduce you to specific church policies.

1. No alcoholic beverages will be permitted on the premises.
2. No smoking is permitted inside the buildings.
3. Nails or thumbtacks (push pins) are not to be used on the church furniture.
4. Clear plastic (cellophane) should be used under candles to protect carpets and furniture from melting wax.
5. All decorations in the building, clothes in the dressing rooms (restrooms or classrooms), etc. should be removed immediately after use.
6. Utensils to be used for the reception are not provided by the church nor reflected in the facility fees. Each party is responsible for providing their own.
7. The pastor or someone approved by the pastor will be responsible for overseeing the removal of church furniture. At no time should any music equipment be moved by clients. **The piano should never be moved or jarred by anyone.** The slightest amount of movement will knock the instrument out of tune.
8. Only “approved” technicians should ever change or adjust the sound system. These are highly technical instruments and require knowledgeable monitors.
9. At no time should food or drinks be allowed into the sanctuary! The pastor, visiting minister, and wedding party are responsible for adhering to this request.
10. Damages, facility abuse, or defacing of property will be charged to the wedding party at replacement cost.

Facility Fees

When the bride, groom, or immediate family is a member or faithful attendee of Folsom Free Will Baptist Church, there is no charge for the use of the facilities. For all other requests there will be a fee for use of our facility. The fees include

rehearsal night and day of ceremony. They must be received in the church office **before** the wedding.

- A. Sanctuary only \$75.00
- B. Sanctuary and Fellowship Hall \$100.00

In addition, a \$50 deposit will be required upon scheduling of the facilities. If the facility is clean and returned to its original condition, then the deposit will be refunded back to the individual. It is the responsibility of the bride, the groom, and/or their family members to clean after the ceremony.

Services and Fees

Remember any personnel asked to serve in the wedding are giving of their time and will incur some expenses along the way (i.e. travel and personal expenses). Some token of your gratitude is customary and would be much appreciated.

Other questions will arise which are not addressed in these pages. Information on specific needs will be provided by inquiring at the time of application for facility use, by calling the church office, or by email.

God bless you and congratulations!

Folsom Free Will Baptist Church
12585 St. Hwy. 48 S.
Coleman, OK 73432
Phone: (580) 367-2487
Email: folsomfwb@gmail.com

Wedding Request Form

(Please type or print)

Bride's Full Name _____

Home Address _____

City _____ State _____ Zipcode _____

Phone _____

Church Membership (with city & state) _____

Has bride been married before? _____

Groom's Full Name _____

Home Address _____

City _____ State _____ Zipcode _____

Phone _____

Church Membership (with city & state) _____

Has groom been married before? _____

Rehearsal Date Requested (day) _____ (date) _____ (time) _____

Wedding Date Requested (day) _____ (date) _____ (time) _____

Reception location _____

Minister Performing Ceremony _____

Name and Address of Minister's Church _____

Deposit Paid _____ Balance Due _____

Printed Name of Person Making Request _____

Signature of Person Making Request _____

Date of Reservation _____