

**KEEP THIS PORTION ...**  
**BUILDING USE GUIDELINES FOR WEDDINGS**  
**ENGLAND FIRST BAPTIST CHURCH** (Revised April, 2006)

**1. SCHEDULING OF WEDDINGS**

The use of the church facilities for weddings is limited to church members or immediate family of church members.

Contact the church office to calendar rehearsals and ceremonies.

The dates cannot conflict with any other church activities on the church calendar.

The form on the opposite half of this page must be turned in to the church office at least one month before the wedding.

A key will be loaned to the wedding party the week of the ceremony.

**2. CLEANING**

The church custodian will clean before the rehearsal ONLY.

Any cleaning between the rehearsal and the ceremony must be done by or arranged by the wedding party.

All cleaning after the ceremony must be done by or arranged by the wedding party.

PLEASE make sure that ALL of the building is clean. If you leave the building in an unacceptable condition, you will be charged a fee.

**3. USE OF SOUND SYSTEM & VIDEO PROJECTION SYSTEMS.**

Only our members who are trained may run these systems.

It is suggested that you compensate these people.

Call the church office for their names and numbers.

**4. USE OF ORGAN / MUSIC**

Please call the church organist for instruction on use.

Please remember that our building is a church auditorium, not a wedding chapel. Think of this when you choose your wedding music. Secular music should not conflict with Christian principles.

**5. FURNITURE/EQUIPMENT/CANDLES/DECORATIONS/SECURITY**

Furniture, tables, or chairs moved by the wedding party must be put back in place by the wedding party.

Dripless candles or dropcloths must be used.

Rice and/or bird seed should not be thrown in the buildings.

Any kitchen equipment/dishes/tablecloths used must be cleaned.

PLEASE turn off all lights, heating/cooling, and secure all doors after the rehearsal & ceremony. If you don't know how to do this, please ask.

**6. WEDDING DIRECTOR**

One person must be designated as the Wedding Director.

The church office must be given her name and phone number.

**7. MINISTER/J.P.**

Our pastor performs covenant marriages at his discretion.

Other ministers and/or J.P.'s may officiate.

The church office must be given the name and phone number.

**CONCERNING ALL ACTIVITIES IN OUR BUILDINGS:**

No smoking and no alcohol permitted inside the building or anywhere on the church grounds. No food is permitted in the auditorium.

(PLEASE DETACH AND RETURN THIS HALF  
TO THE CHURCH OFFICE. Keep the left half.)



**FIRST BAPTIST CHURCH**  
**ENGLAND, ARKANSAS**  
**WEDDING RESERVATION FORM**

Couple' Names \_\_\_\_\_

Address of Bride \_\_\_\_\_

Phone number of Bride \_\_\_\_\_

Address after marriage \_\_\_\_\_

Wedding Date \_\_\_\_\_

Rehearsal Date \_\_\_\_\_

Please reserve  
\_\_\_\_\_ Auditorium          \_\_\_\_\_ Fellowship Hall

Wedding Director \_\_\_\_\_

Phone number for Wedding Director \_\_\_\_\_

Minister or J.P. \_\_\_\_\_

Phone number of Minister of J.P. \_\_\_\_\_

Florist \_\_\_\_\_

Phone number of Florist \_\_\_\_\_

We have read and agree to follow the guidelines.

\_\_\_\_\_  
Signatures of Bride & Groom

**To be filled in by the Church Office:**

Date entered on to church calendar \_\_\_\_\_