

WEDDING FEE SCHEDULE

Keys Baptist Church

Church Building*

- *Member*: No fee (Member must be an active participant for at least six months prior to the wedding.)
- *Non-Member*: \$200 (Fee to be paid to General Fund of Keys Baptist Church.)

Custodial Fees*

Payable directly to Keys Baptist Church to cover the cost of setting up for the wedding, rehearsal and actual clean-up by the church custodian.

Sanctuary: \$75

Kitchen/Fellowship Hall: \$75

Music

Organist/Pianist

Rehearsal and wedding: \$75

Wedding only: \$50

Sound Person: \$75 (must be authorized by Keys Baptist Church personnel)

Wedding Coordinator*

Liaison between the church and the wedding party: \$100

*denotes required fees

WEDDING POLICY SHEET

Keys Baptist Church

Dear Bride & Groom:

Keys Baptist Church considers Christian marriage to be instituted of God for the well being on social order of mankind. It is regulated by His commandments, blessed by our Lord Jesus Christ, and declared scripture to be "honorable in all things." Each couple is expected to approach marriage on that high plane.

Any person scheduling use of our church facilities for a wedding, wedding rehearsal, and/or shower shall agree to abide by the following policies:

1. A tentative date may be cleared by a telephone call to the church secretary or pastor.
2. NO reservation will be put on the church calendar until the reservation form and \$100 deposit are received by the church.
3. No weddings, wedding rehearsals or showers will be scheduled on legal holidays.
4. All buildings must be vacated by 10 p.m.
5. Weekday weddings must begin no later than 6 p.m.; Saturday weddings must begin no later than 2 p.m.
6. Florists should make arrangements to decorate at least one day in advance of the wedding. They may do this by telephoning the church office.
7. No furnishings other than the pulpit and the Lord's Supper table may be moved. These are to be moved by the church custodian only.
8. NO tacks, nails, staples, pins, tape, etc., may be used for attaching decorations to any church furnishings, buildings, or equipment. This will eliminate the possibility of damage. Cloth or ribbons may be used to secure bows or other decorations to pew ends. Protection must be applied to insure that there will be no water damage or stains from flowers or decorations to any wood or carpet. No flowers will be placed on musical instruments.
9. Only drip-less candles can be used, in a florist candle casing. This is to eliminate wax damage to furnishings and carpet.
10. The florist and/or family shall be equally responsible for repairs necessary to bring church property to the condition prior to the use of the building.
11. Photographers may take pictures before or after the ceremony, during the processional and recessional, and during the embrace. Any changes to this policy must be cleared with the bride, groom, and pastor.

12. Music in connection with a church ceremony shall be in keeping with the sacredness and dignity of the wedding service. All music should be honoring to the Lord and appropriate for a church sanctuary. FBSC sound engineers shall be used for each wedding.
13. Since we are to honor our Lord in attire, we request proper dress to be observed at the rehearsal and the wedding. NO shorts, halters, bare feet, etc. will be permitted during the rehearsal or wedding.
14. NO form of tobacco, alcoholic beverages, or inappropriate languages are permitted anywhere on church property. Guests should be informed of this policy. Violators will be required to leave immediately.
15. The throwing of rice, bird seed, or flower petals MUST be done outside the building. NO confetti is allowed.
16. The bride and groom shall both arrange to come to the pastor for pre-marital counseling. They shall be alone (no parents or others can come) for at least one session. An appointment can be made by telephoning the pastor.
17. Clean up after rehearsal, weddings, or showers will be done by the church custodian.
18. NO food, beverage, or refreshments of any kind are allowed in the sanctuary.
19. All plates, cups, napkins, silverware, etc., MUST be provided by the family and disposed of properly.

If you have any questions, please call the church at 456-1335. We want your wedding to be a special occasion. By following the procedures we have listed; we feel that problems and confusion can be eliminated.

Please return the wedding reservation form as soon as possible. Remember, a \$100 deposit is required with the balance due two weeks before your wedding.

Sincerely,

Church Secretary

WEDDING APPLICATION AND PLANNING SHEET

Keys Baptist Church

Requested Wedding Date & Time _____

Requested Rehearsal Date & Time _____

Bride's Name: _____

Groom's Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Are you a member of Keys Baptist Church? _____

Minister to perform ceremony: _____

Phone: _____

Pianist/Organist to play: _____

Phone: _____

Church Facilities Requested: Sanctuary (for large weddings) _____
Fellowship Hall (for small weddings) _____

Reception Facilities Requested: Fellowship Hall _____
Kitchen _____
None _____

Fees: (\$100 must be paid with application, remaining fees to be paid two weeks prior to wedding.)

Facility Fee: (applies to non-members only) \$ _____

Services: (applies to all wedding parties)

Custodial Fee (for wedding & rehearsal) \$ _____

Wedding Hostess Fee \$ _____

Pianist/Organist (if used) \$ _____

Sound Person \$ _____

Pastor (upon agreement with wedding party) \$ _____

TOTAL CHARGES \$ _____

We have read the Wedding Policy and agree to abide by it as stated:

Bride's Signature

Groom's Signature

Use of Custodial Services Agreement

Keys Church as of June 27, 2005

Date: _____ Time: _____

Bride and Groom: _____

Rehearsal Date & Time: _____

Wedding Location: _____

Reception Location: _____

Use Bride's Room? _____

Minister: _____

Florist: _____

Caterer: _____

Time facilities need to be available on the wedding day: _____

Extra instructions or requests:

Fees Paid:	Wedding Rehearsal	_____
	Reception	_____
	Total	_____

Use of Music Personnel Agreement

FSBC Keys revised June 27, 2005

Wedding Date: _____ *Time:* _____

Rehearsal Date: _____ *Time:* _____

Name of Bride: _____ phone #: _____

Name of Groom: _____ phone #: _____

Wedding Location:

Auditorium: _____

Other: _____

Keyboard Type:

Piano: _____

Organ: _____

Electronic Keyboard: _____

Music Selected:

Processional: _____
(Sheet music to be supplied by wedding party)

Recessional: _____
(Sheet music to be supplied by wedding party)

Other: _____

Extra Requests or Instructions:
