

Weddings at Main Street Baptist Church

Our church facilities are dedicated to the glory of God, so we are delighted to see our facilities used for weddings, which are really worship services of holy matrimony. To make your use of our facilities easier, we have prepared these guidelines.

If a couple is interested in using the MSBC facility, they should:

- 1.) Contact the church office about the availability of the room(s) you would like to use for your rehearsal, ceremony, reception, etc.
- 2.) If the room(s) are available, please fill out the attached **Facilities Use Request for Weddings** and submit to the churches Administrative Assistant at least 4 weeks in advance of the wedding.

Details to include:

- A. The **dates** and **times** of the wedding, rehearsal, reception, etc.
- B. The **room(s)** you wish to use, **number of people expected** to use the room(s), the physical arrangement desired for tables and chairs for a reception.
- C. If you wish to use any of the church's sound equipment you will need a sound technician. (See below)

The couple is responsible to do the following at least 4 weeks in advance of the wedding:

- 1.) **Contact the church's cleaning service, *Mr. Maid*.** Contact information is available from the church Administrative Assistant.
- 2.) **Arrange for a pastor to officiate**
- 3.) **Arrange for an AV/Sound technician if desired.** Contact information available from the church Administrative Assistant. A ***Sound or Video Technician*** must be employed to use any sound, video, or lighting equipment. If you have video content for viewing at your wedding, please advise the technician at least one week in advance of the wedding.
- 4.) ***Arrange for a pianist or organist if desired: Please contact the Church Administrative Assistant for a list of approved musicians.***

Fee schedule for your wedding.

- 1) ***Use of the church building:***
 - a) *Sanctuary only - \$100.*
 - b) *Sanctuary and dining room or Briggs Hall - \$200.*
 - c) *Wedding rehearsal - \$50.*
- 2) ***Cleaning Service***
 - a) *Sanctuary only - \$150.*
 - b) *Sanctuary and dining room or Briggs Hall - \$250.*
- 3) ***Pastor - \$200.***
Offsite Wedding - \$250. Plus expenses
- 4) ***AV/Sound technician - \$75.***
Wedding Rehearsal - \$75.
- 5) ***Musician - \$200.***

ALL CHECKS MADE OUT TO THE INDIVIDUALS PERFORMING THE ABOVE SERVICES NEED TO BE GIVEN TO THE CHURCH ADMINISTRATIVE ASSISTANT NO LATER THAN 10 DAYS PRIOR TO THE WEDDING.

For Weddings Outside MSBC, but Utilizing Church Personnel

The elders and pastors of the church are glad to make personnel available to members and attenders at MSBC for wedding solemnization apart from our MSBC Oneonta campus under the following terms:

1. A pastor has the option of presiding over a wedding. We do not require that our pastors officiate every wedding when asked.
2. Any of the pastor's expenses in attending the off-campus or out of town wedding, including meals, lodging and mileage, are the responsibility of the couple. Factor this into your wedding expenses. Arrangements should be made directly with the pastor to provide lodging, meals and mileage or other transportation expense.
3. It is customary and appropriate to compensate the pastor for his time, which may occur on his day off or a holiday; and for his effort in preparation and supervision of the ceremony. Please consider this in calculating and budgeting wedding expenses.

MSBC Facility Use Policy for Weddings

Building Use Policy

Welcome to the Main Street Baptist Church. This facility is a tool provided by God for use in spreading the Gospel of Jesus Christ to the Oneonta area. Therefore, if a request does not conflict with a scheduled service or other planned church activities, many of the rooms in the building will be available for your wedding at the discretion and approval of the church staff. MSBC recognizes God's blessing in the facility He has provided and would like to extend that blessing to others. Costs are incurred each time the facility is used (electric, heat, cleaning, A.V. Coordinator, etc...), therefore please see the fee schedule included in the "Weddings at Main Street Baptist Church".

Food and Drink

Please note that there are certain restrictions regarding the use of food and drinks in the facility. Food is allowed in most rooms. The exception is the sanctuary. It is expected that proper care be taken to avoid spills and that cleaning up will take place when your meeting is completed. All food brought into the building **must** be removed as there is no storage place for food. **Please refrain from the use of Styrofoam products.**

Location

Meetings are to be confined to the assigned room or designated area. Children must be strictly supervised at all times. Running, throwing balls, or otherwise treating this facility as a playground is not allowed.

Cleaning

The use of our cleaning service (*Mr. Maid*) is required.

Sound, Video, and Lighting Equipment

A *Sound or Video Technician* must be employed in order to use any sound, video, or lighting equipment. Inquiries and arrangements for hiring technicians can be made with the Church Administrative Assistant.

Musical instruments and electronic equipment on and around the platform shall not be used, rearranged, or moved without permission from the MSBC A.V. Coordinator.

Additional Information

The use of alcoholic beverages is not allowed on or around the premises. Smoking is not allowed inside the building or in the entryways.

Damage or Loss

It is the responsibility of the couple to cover the cost of repair or replacement for any damage incurred to the buildings or furnishings.

MSBC shall not be held responsible for all liability for damage or personal injury to persons or property arising out of your maintenance or use of our facilities.

Indemnification

The individual listed on the Facility Use Request form will hold harmless and indemnify MSBC its agent or employee against any and all claims and actions arising out of the Description of Event listed on the Facility Use Request form. This includes, without limitation, expenses, judgments, fines, settlements, and the amounts actually and reasonably incurred in connection with any liability, suit, action, loss or damage arising or resulting from the Event.

Agreement

By signing this form, you agree to the terms and conditions for using this facility. The staff of MSBC is pleased that our church can provide a facility for your wedding.

Signature _____

Date _____

Main Street Baptist Church
Facility Use Request for Weddings

Couples Names _____

Activity Date(s): _____

Begin Time: _____ End Time: _____

Contact Person for Wedding: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Room(s) Requested: _____

Approximate No. of People Attending: _____

Room Set-Up (Please sketch table/chair and equipment placement.) Facility floor plans are available.

Special Requirements

Sound Requirements: Microphone (Lapel) (Stand) (Circle the use of each mic needed.) Number of Mics = _____	Mic #1	Mic#2	Mic#3
	speaking	speaking	speaking
	singing	singing	singing
	both	both	both
Instrument Plug _____ CD Player _____ DVD Player _____	Cassette Player _____	Screen _____	
Projector _____	Portable Sound System _____		

Other Requirements: Flip Chart _____ Dry Erase Board _____ TV/VCR _____ Podium _____
Overhead Projector _____ Other _____

Signature

Date

Please return this form to the office or fax to (607) 432-0314 at least 4 weeks prior to the event.

For Office Use Only

Room(s) Assigned:

Stewards: