

SOUTHLAND BAPTIST CHURCH POLICIES FOR WEDDINGS & RECEPTIONS

*All weddings and receptions on Saturday must be completely cleaned up
and the church vacated by 9:00 p.m.*

1. The bride, groom and persons responsible for making reservations are to carefully read and sign this policy regarding use of the facilities of Southland Baptist Church. This ensures that all policies are understood and observed. Please feel free to ask any questions regarding these policies by contacting the church office 325-949-9633.
2. Please complete **Form 1 (pg. 3)** and return to the church office with your deposit to reserve your date. **Form 2 (pg. 4)** needs to be turned in one month prior to the wedding along with the remaining balance due and the **“Release and Hold Harmless Agreement” (pg. 5)**. The **Reception Form (pg. 6)** is only if your reception will be held at Southland Baptist Church.
3. If a minister of Southland Baptist Church is to perform the ceremony, pre-marital conferences are highly recommended (usually 2-4 sessions). You will need to work directly with the minister to schedule meeting times.
4. **Music:** The music at a wedding should reflect the religious and loving nature of the occasion. If the organist/pianist is furnished by Southland Baptist Church, you are required to make the necessary personal arrangements. Names of accompanists are listed on page 6 of this packet. Please make payment directly to the individual.

If musicians are not members of Southland Baptist Church and special rehearsals are needed prior to the wedding rehearsal, this must be done during regular office hours of the church. Office hours are 7:30-5:30, Monday through Thursday and 8:00-12:00, Friday. Please make sure your musicians are aware of this.

5. **Sound:** Sound amplification will not be provided unless specifically requested. **NO ONE IS ALLOWED TO OPERATE SOUND AND LIGHTING EXCEPT FOR AUTHORIZED CHURCH PERSONNEL.** If a video slide show is desired during the ceremony, the sound technician will provide the connection cord to a laptop. You are responsible for bringing a laptop computer and an individual to operate it during the ceremony. Please indicate to the church in advance if this is so desired.
6. **Wedding Decorations:** It is necessary that photographers and florists are notified that the clean up in the sanctuary must begin approximately 30 minutes following the wedding. The custodian is authorized to begin cleaning at that time.

All floral and candle decorations should be removed immediately following the ceremony **unless previous arrangements have been made with the church office.** Please advise your florist of all requirements and responsibilities.

Only dripless candles may be used and MUST be placed in candelabra with clear plastic under each candelabra. Many “dripless” candles have been known to drip.

No decorations may be attached to furniture, railings or walls by pinning or nailing. **No** furniture or greenery should be rearranged without permission. The church reserves the right to disapprove of any decorations which may mar church property in any way. **No** church decorations are to be removed during the Christmas Season, which is usually the entire month of December.

IMPORTANT: Florists and caterers will be able to set up for the wedding only when a person designated by the bride is present.

There are to be no changes to the stage. Monitors, instruments, staging and televisions are to remain as they are currently set up. **Note:** There is a \$75 fee if you move the piano. In the event the piano is moved and previous arrangements have not been made, the fee will be deducted from your Key and Security cash deposit.

7. **Facilities:** All church facilities will be opened and heat/air conditioning turned on two hours prior to the wedding unless other arrangements are made through the church office. PLEASE DO NOT USE ANY ROOMS OTHER THAN THOSE THAT HAVE BEEN ASSIGNED FOR YOUR USE DURING THE REHEARSAL AND WEDDING.

YOU MAY USE BIRD SEED ONLY! NO RICE ALLOWED!

Please do not throw bird seed inside of the church building. Bird seed bags must be distributed to guests after exiting the building.

Absolutely no tobacco, alcoholic beverages or illegal drugs are allowed on church property at any time. Guns, firearms or weapons of any kind, unless you are a licensed carrier, are not permitted within any area of the church property. Possession of these items or participation in these activities will automatically forfeit your deposit.

8. **Use of kitchen for reception:** Be sure arrangements are made to have all dishes washed and placed back in cabinets and kitchen left as found. This is not included in fee charged for use of the kitchen. Please furnish your own dish towels for drying dishes.
9. Charges for services provided by Southland Baptist Church ministers and accompanists should be paid in advance to the individual. Fees are determined by the individual providing the service. Names of individuals authorized by Southland Baptist Church are listed on page 6. **You are responsible for contacting and making arrangements with these individuals.**
10. Southland Baptist Church assumes no liability for accidents and/or lost or stolen articles. Note: Responsible party will be required to sign a "Release and Hold Harmless Agreement" for the protection of Southland Baptist Church.
11. Cancellations must be made within 60 days of the wedding/reception or 50% of the deposit will be forfeited.

FORM 1

To be turned in to the office with your first deposit.
Form and Deposit are required to reserve your date on our calendar.

WE HAVE READ THE POLICIES OF SOUTHLAND BAPTIST CHURCH CAREFULLY AND AGREE TO ABIDE BY ALL PROCEDURES. I UNDERSTAND THAT I AM RESPONSIBLE FOR ALL DAMAGE OCCURRING TO THE BUILDING AND PROPERTY AS A RESULT OF MY (OR ANY OF MY GUESTS) USAGE OF THE FACILITIES.

Signature of Bride Date

Signature of Groom Date

I request the use of Southland Baptist Church facilities for the wedding of the Bride and Groom stated above.

Date: _____ Time: _____

Facilities requested: Sanctuary Multipurpose Fellowship Hall Kitchen Den Patio
 Other (specify)

BRIDE'S DATA:

Address _____

Phone: Home: _____ Cell: _____ Email _____

Place of Employment _____ Phone _____

Bride's Parents _____ Phone _____

GROOM'S DATA:

Address _____

Phone: Home: _____ Cell: _____ Email _____

Place of Employment _____ Phone _____

Groom's Parents _____ Phone _____

FORM 2

Due 30 days prior to wedding date.
Must be turned in with remainder of balance owed.

Bride: _____

Groom: _____

Date of Wedding: _____ Time: _____

WEDDING CEREMONY

Ceremony to be performed by: _____

Denomination: _____

Organist/Pianist/Vocalist: _____

REHEARSAL

Time of rehearsal: _____

If using Southland Baptist Church facilities for dinner: Time _____ Place _____

Caterer: _____

SPECIAL ARRANGEMENTS FOR WEDDING

Registration table in foyer: Yes No

Florist name: _____

Decoration of Sanctuary will begin at what time? _____

If fresh flowers are used, will they be removed left for Sunday a.m. Worship Service?

Will wedding party dress at the church? Yes No

Bride and Bridesmaids will have access to the Bride's Room.

Groom and Groomsmen will have access to the Choir Room/Nursery.

Special Instructions:

SOUTHLAND BAPTIST CHURCH

USE OF PREMISES

RELEASE AND HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of _____
of the city of _____, State of Texas, shall be using the building and/or
grounds of Southland Baptist Church (SBC) San Angelo, from _____ to _____,
20____ for the purpose of _____ herein referred to as “the Activity.”

I/We understand and agree that neither SBC, nor its Trustees, Representatives, Employees, or Agents may be held liable in any way for any occurrence in connection with the Activity which may result in injury, harm or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, buildings and grounds as well as all appliances and fixtures in the Activity, I/We hereby assume all risk in connection with participation in the Activity. I/We further release SBC, its Trustees, Employees, Agents or Representatives for any damage which may occur while participating in the Activity. I/We further agree to save and hold harmless SBC, its Trustees, Employees, Agents or Representatives from any claim by the undersigned member of the Organization, their estates, heirs or assigns arising out of our participation in any form or fashion in the Activity. I/We also authorize SBC, its Employees or Agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm or accident occur while participating in the Activity.

I/We further state that I/We are authorized to sign this agreement: that I/We understand the terms herein are contractual and not mere recital: and that I/We have signed this document of my/our own free act and volition. I /We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the ____ day of _____, 2____.

Signature _____

Signature _____

RECEPTION FORM
Due 30 days prior to wedding

Name of Bride/Groom: _____

Southland Baptist Church will furnish the following for the reception, if needed, at no extra charge:

- | | |
|------------------------------|---------------------------|
| Crystal punch bowl | 30 or 60 cup coffee urn |
| 100 plain crystal punch cups | Ice |
| 100 plain crystal plates | Refrigerators for storage |
| Plain stainless flatware | of refreshments |

We do not furnish:

- Table cloths for any tables
- Napkins or any paper products
- Silver Service or any serving trays
- Refreshments of any kind
- Any decorations for wedding or reception

Will there be a caterer? Yes No Name: _____

Will you be using Southland Baptist Church's crystal punch bowl? Yes No

Number of crystal plates needed _____

Number of crystal cups needed _____

Coffee Urn (size) _____

Are chairs to be set up in reception area? Yes No

How many? _____

Tables: How many? Round _____ Long _____ Serving _____

NAMES OF INDIVIDUALS AUTHORIZED BY SOUTHLAND BAPTIST CHURCH
TO PERFORM THEIR RESPECTIVE SERVICES

Ministers

J.B. Bitner	949-2852
J. Earl Dunn	651-5900
Jill Fulghum	653-4824
Taylor Sandlin, Senior Pastor	949-9633
Matt Walton, Youth Director	949-9633

Organist/Pianist

Rhonda Partusch	949-9574
Debra Pruett	949-9488

Custodian

Javier Ibarra	949-9633
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CHECKLIST

- Complete Form 1 and return to church office with 50% of the total Building Use Fee.
- Inform florist, decorators and caterers of policies
- *Contact minister and accompanists
- Make arrangements for rehearsal dinner
- Make arrangements for reception

30 days before wedding

- Complete Form #2 and the “Release and Hold Harmless Agreement” and return to church office along with remaining balance owed.
- Complete Reception Form if needed and return to church office.

One day prior to wedding

- Come by church office to receive key. Key deposit of \$200.00 cash (refundable) is required.
- Make payments to minister and accompanists.

Two days after wedding

- Return the key to church office.
*Fees for service of a minister are usually given as an offering and the amount is solely up to the giver, unless otherwise specified. A gratuity to the custodian is not expected, but you may do so if you desire.