

# The River

## Building Use Policies

### **Building Use Fees**

	<b><u>Member*</u></b>	<b><u>Non-Member</u></b>
<u>Deposit (refundable)</u>	\$100	\$250
<u>Use of Sanctuary</u>	no charge	\$500
<u>Use of Fellowship Hall</u>	no charge	\$100

### **Use of Kitchen**

(for Wedding Receptions & Rehearsal Dinners)

Using Church equipment:	\$150	\$300
Punch Fountain		
Chafing Dishes, Coffee		
Pots, Chocolate Fountain,		
Linens (extra \$7 per cloth)		

No Church Equipment Used	\$75	\$100
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### **Use of Kitchen**

(for any other occasion)

No equipment used	\$75	\$100
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### **Custodian Fees**

After Weddings	\$75*	\$75
After Receptions	\$50*	\$50
After Rehearsals	\$50*	\$50

\*Members may have cleaning fees waived if they have been approved by the Senior Pastor to be responsible for all cleaning. A deposit will be required and will be held until the facilities are inspected.

### **Sound Technician**

(rehearsal & ceremony)	\$40	\$75
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### **Audio-Visual Technician**

(rehearsal & ceremony)	\$40	\$75
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Some Decorations may be available for wedding, reception & shower use (with the approval and supervision of an Events Supervisor) at no charge for church members.

\*To qualify for member rates, the person requesting usage, the bride, groom or at least one parent must be a member of The River Church of God.

# The River

## Wedding Policies & Procedures

We are delighted to be able to offer our facilities at The River for Weddings, Rehearsals and Receptions. With so many activities and ministries at The River, providing clear guidelines regarding the use and maintenance of our church home is important. We ask that you read and follow the guidelines listed below regarding the use of our building.

### Wedding Ceremonies

- All wedding ceremonies conducted in the facilities of the church must be Christian. The rituals and symbols employed in the ceremony must be compatible with the Christian faith and the ideal of the sanctified Christian home.
- The officiating minister of the ceremony must represent historic Christian belief. If the officiating minister is not an ordained minister of the Church of God, his suitability must be approved by the Pastor of his designate.
- The Pastor must approve all special readings or poems to be used in your wedding.

### Scheduling

- Careful planning is necessary for all weddings. The date of the wedding must be coordinated with the Pastor and church secretary as far in advance as possible.
- Once a date is selected and available, you will be given a Wedding Application Form to be completed and returned to the church office along with all appropriate deposits.
- Dates will not be placed on the church calendar until all forms and deposits are received.
- It is important that all events of the wedding have a time schedule and this schedule must be followed.

### Fees

- All fees must be paid one week prior to the wedding ceremony. Fees are charged to people rendering services required by the church. A schedule of fees is attached.

### Marriage License

- The Minister cannot legally perform a wedding service without the marriage license in hand. No license, no wedding, no exception. The license must be given to the minister by the time of the rehearsal.

### Music

- It is the responsibility of the bride and groom to contact and contract with any singers or musicians for your wedding. It is also your responsibility to pay any fees that may be associated with said contract.
- All wedding music shall be appropriately selected to observe the sacredness and dignity of the wedding service. At least three weeks prior to the ceremony, a copy of the selected music should be submitted to the church office for approval. Our music director will be happy to assist you with musical selections and can provide names of soloists and instrumentalists.
- Requests for the services of The River musicians and/or vocalists or the use of our musical equipment must be made directly with our music director.

### Floral & Other Decorations

If the bride is using a florist or floral director, it is her responsibility to instruct the florist/decorator of the church wedding policies. Decorations should be selected to maintain a spirit of worship during the wedding service.

- Only drip-less candles may be used and even they must be placed in candelabra that rest on wax paper or plastic to insure no candle wax will be dripped on the floor and/or carpet. If candles drip on the floor and/or carpet, the florist/decorator will be responsible for cleaning.
- No decorations may be attached to any of the pews, furniture, or woodwork by tacks, pins, nails or tape. Ribbons may be used to secure flowers to pews and doors.

- Flowers must be placed in safe containers to insure that no water damage occurs. No flowers may be placed on the musical instruments.
- No furniture may be moved or rearranged without specific permission from the church office. If permission is granted, you are responsible for moving the furniture and replacing it immediately following the wedding and reception.
- Florists/decorators must bring step stools if needed. Standing on church furniture is prohibited.
- All decorations must be removed by the florist immediately after the wedding. If you would like your Saturday wedding flowers left for Sunday church services, please advise the church office.
- No equipment, candelabras, etc., may be left at the church until Monday morning. It is the responsibility of the bridal party to remove all wedding decorations in both the church and reception area if the florist/decorator/caterer does not.
- The florist/decorator/caterer is responsible for any and all damages resulting from decorations.
- Flower girl petals must be silk or paper. Fresh petals may be dropped only if an aisle runner is used.
- The bride assumes the responsibilities of all items of decorations/equipment that are not immediately removed. The facilities must be left in the same condition in which they are found.

### **Photography**

- It is the responsibility of the bride and groom to arrange for the services of a photographer and/or videographer and to instruct them of the appropriate policies of The River.
- Photography in the sanctuary should be finished at least 30 minutes prior to the start of the ceremony to allow for arriving guests.
- Standing on the church pews for photography/video is not allowed.

### **Church Staff**

The involvement of the church staff in weddings will be in accordance with the following guidelines.

- **Ministerial Staff:** The Pastor and other ministerial staff are not obligated, by the virtue of their positions, to participate in wedding ceremonies. It is the responsibility of the wedding party to make an appointment with the Pastor and/or other ministerial staff and request and contract for such services. The staff involvement will be a personal decision based on their availability and their personal policies and convictions.
- **Music Director, Pianist, Musicians:** See paragraph "Music".
- **Custodial Staff:** A member of the custodial staff or an Event Supervisor is required for all rehearsals, weddings and receptions.
- **Sound Technician:** The church sound and lighting equipment may not be used unless operated by an authorized sound and lighting technician of The River.
- **Video Technician:** The church video equipment may not be used unless operated by an authorized video technician of The River.
- **Event Supervisor:** Any and all events at The River require an Event Supervisor to be present. This person will oversee the use of the facilities and equipment and is available to answer questions and provide assistance as necessary. This person is not responsible for cleaning, moving furniture, etc. and other duties for which the wedding party is responsible.

### **General Rules**

Violations of the following rules by the wedding party, guests or contractors will result in the forfeiture of all or part of the deposit.

- Absolutely NO alcoholic beverages are permitted in the building or on the church grounds.
- The use of tobacco products is not permitted in any part of the building including restrooms.
- No food or drink will be allowed out of the fellowship hall at any time.
- Birdseed may be thrown outside the church building. It is suggested that bubbles and bells be used. Throwing rice is absolutely prohibited.
- The wedding party is responsible for the removal of all personal belongings and decorations immediately following the ceremony. The church is not responsible for items lost, stolen or left on the premises.
- Only the rooms and facilities requested on the wedding information form may be utilized.
- The Bride should use the Kitchenette room upstairs. The Groom should use the Brush Fire college & career room upstairs.

- The church parking lot must be left in the same condition in which it was found. No beer cans, alcoholic containers or other items which would be considered in poor taste for a Christian atmosphere will be allowed in car decorations.

### **Use of Kitchen**

The kitchen may be locked at times when not in use, including the food/supply closet and linen closet. When the kitchen is used, a church staff member or Event Supervisor will be present.

- Church kitchen equipment, dishes, chairs and tables shall be used in the church only. No tables, chairs, linens or utensils shall be removed from the church for any reason.
- All equipment, dishes, linens and all other church owned items, except disposables, shall be cleaned and returned to their proper location.
- Any broken or damaged equipment shall be replaced by the party responsible for and arranging use of the kitchen.
- Reservation for use of the kitchen shall be made and confirmed at least 30 days prior to planned use. If use contemplates any cooking and preparing of food, special arrangements must be made with an Event Supervisor or church staff member.

### **Catering for Reception**

- It is the responsibility of the bride to inform the caterer of The River wedding policies.
- Every user of the facilities is urged to leave the building as clean as they found it. Trash must be collected in plastic garbage bags and placed in the dumpster.
- All equipment, appliances, food, rented items which are brought to the reception area, etc., must be removed from the premises as soon as possible after the event.
- Requirements for floral usage will be the same as outlined for "Floral Decorations".
- The River accepts no responsibility for items left in the building.

### **Liability**

The River Church of God assumes no responsibility for the security of personal possessions or decorations associated with the wedding.

All liability resulting from a violation of this policy will be the legal responsibility of the bride and groom.

### **Duties of the Custodial Staff**

- Have the Sanctuary clean at least 2 hours prior to the Rehearsal.
- Clean the Fellowship Hall by noon the day before the wedding.
- Clean the Sanctuary and Fellowship Hall after the wedding.
- The custodial staff is not responsible for table/furniture removal, placement and replacement, washing dishes, gathering/emptying trash or any other tasks as described above as the responsibility of the wedding party.

### **Facility Availability**

Every effort will be made to have the facilities available for rehearsals, decorating, etc., when requested. However, regularly scheduled services and ministry programs will have priority and wedding related events must be scheduled accordingly.

All events should be concluded and the facilities vacated by 10:00 p.m.

# REQUEST FOR WEDDING RESERVATIONS

THE RIVER CHURCH OF GOD  
GUNTERSVILLE, AL

Name of Bride \_\_\_\_\_

Present Address \_\_\_\_\_

Phone Number ( Home ) \_\_\_\_\_ (Work or Cell) \_\_\_\_\_

Bride's Parents \_\_\_\_\_

Name of Groom \_\_\_\_\_

Present Address \_\_\_\_\_

Phone Number ( Home ) \_\_\_\_\_ (Work or Cell) \_\_\_\_\_

New Address & Phone Numbers \_\_\_\_\_

Groom's Parents \_\_\_\_\_

Is either the bride or groom a member of The River Church of God? \_\_\_\_yes \_\_\_\_no

Does either the bride or groom have a parent who is a member of The River Church of God? \_\_\_\_yes \_\_\_\_no

PLEASE RESERVE FOR US:

SANCTUARY ONLY \_\_\_\_\_ SANCTUARY AND FELLOWSHIP HALL \_\_\_\_\_  
FELLOWSHIP HALL FOR REHEARSAL DINNER \_\_\_\_\_ RECEPTION \_\_\_\_\_

WEDDING REHEARSAL: DATE \_\_\_\_\_ TIME \_\_\_\_\_

WEDDING: DATE \_\_\_\_\_ TIME \_\_\_\_\_

OFFICIATING MINISTER \_\_\_\_\_

PIANIST/MUSICIANS \_\_\_\_\_

WEDDING PLANNER/DIRECTOR \_\_\_\_\_ PHONE \_\_\_\_\_

OTHER REQUESTED SERVICES: \_\_\_\_\_ Sound Tech \_\_\_\_\_ Video Tech

I/We have received a copy, read and agree to comply with the rules and policies of The River Church of God, Gunterville, AL, regarding facility use and understand the deposits and fees associated with such use.

\_\_\_\_\_  
Bride \_\_\_\_\_ Date

\_\_\_\_\_  
Groom \_\_\_\_\_ Date

**PLEASE COMPLETE AND RETURN THIS FORM ALONG WITH ALL DEPOSITS TO THE CHURCH OFFICE AT YOUR EARLIEST CONVENIENCE TO CONFIRM YOUR RESERVATION.**

**OFFICE USE ONLY:**

Deposit Amount: \_\_\_\_\_ Date Paid \_\_\_\_\_

Fees: Sanctuary \_\_\_\_\_ Fellowship Hall for Rehearsal Dinner \_\_\_\_\_ Kitchen \_\_\_\_\_

Fellowship Hall for Reception \_\_\_\_\_ Sound Tech \_\_\_\_\_ Video Tech \_\_\_\_\_

Custodial Fees \_\_\_\_\_ Linens \_\_\_\_\_

**Total Fees Due:** \_\_\_\_\_ **Amount Paid:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Balance Due:** \_\_\_\_\_