

## Smoking/Alcohol/Drugs

We are a SMOKE FREE facility.

No alcohol is allowed on church property.

No event will be conducted when there is the presence of, or someone is under the influence of, alcoholic beverages or drugs. We reserve the right to cancel plans or proceedings at any point at which alcohol or drugs become apparent.

### WE STRICTLY ADHERE TO THESE POLICIES.

## Clean-Up of Facilities

It is your responsibility to remove all decorations after the event is over.

## Supervision of Children

Children must be supervised at all times and not be allowed to roam the building.

## Hart \*Custodial Responsibilities

\*paid (see Fee Schedule)

- Open and close the church for the event at agreed upon times.
- Control heating and cooling.
- Complete stage preparations, including relocating of platform furniture, if needed.
- Clean and prepare outside walks and grounds.
- Provide assistance for proper use of the facilities and location of necessary materials and equipment.
- Provide assistance with clean-up.

Hart Baptist Church is not responsible for items lost, misplaced, damaged, or stolen in the church facilities, parking lots, or grounds.

## Fee Schedule -

### - Church Members & Immediate Family -

- No facility-use fee or damage deposit
  - Custodial Fee
    - \$100 - Sanctuary
    - \*\$100 - Fellowship Hall
- \*For occasions and events (other than weddings) the fellowship hall custodial fee may be waived if **members** using the facility take full responsibility for cleaning the fellowship hall and kitchen. This must be approved prior to the event.
- \$100 - Audio Technician
  - \$100 - Video Technician (if needed)

### - Non-Members -

- Non-Refundable Facility-Use Fee
  - \$100 - Sanctuary
  - \$100 - Fellowship Hall
- \$100 - Refundable damage deposit
  - this is required to hold the requested date on the church calendar
  - due at initial counsel session with Pastor.
  - returned within 14 days of event, less any damage expenses.
- Custodial Fee
  - \$100 - Sanctuary
  - \$100 - Fellowship Hall
- \$100 - Audio Technician
- \$100 - Video Technician (if needed)

Additional expenses (both member and non-member) for wedding services:

- Honorarium for musicians/vocalists
- Honorarium for officiating Minister

### Note:

- For weddings—payment of all fees and expenses must be made no later than the wedding rehearsal.
- For receptions and events—payment of all fees and expenses must be made no less than seven (7) days prior to the activity.

# FACILITIES USE

## *Weddings, Receptions, Parties, Showers, and Event Planning Guide*



**One Hart Church Road  
P.O. Box 696  
London, KY 40743**

**606.864.9366**

**Dr. Terrell Bradley, Pastor**

**[www.hartbaptistchurch.org](http://www.hartbaptistchurch.org)**

**email: [hart\\_happenings@windstream.net](mailto:hart_happenings@windstream.net)**

May 2022

## FACILITIES USE GUIDE

Our services and facilities are available to members, and in some circumstances non-members.

These guidelines are intended to protect and preserve the church property and its dignity and sanctity.

It is the responsibility of the person(s) scheduling the event to make this information available to everyone involved in the planning and conducting of the event.

### Scheduling the Date

**All events must be cleared and placed on the church calendar by the Pastor.**

The reservation of church facilities is on a first-come, first served basis.

### Building-Use Deposit

Any required deposit checks should be made payable to Hart Baptist Church and marked "Event Deposit."

The deposit is refundable up to seven days prior to the event should plans change. See Fee Schedule for costs.

### Reservation Limitations

While every attempt is made to make the facilities available, there are times when events are not possible.

Note: Events should be scheduled **no later than 4:00 p.m. on Saturday.**

### Fellowship Hall/Kitchen

- Food and beverages are allowed only in the fellowship hall.
- Those scheduling the event are responsible for cleaning and storing all kitchen utensils and equipment used in connection with the event.

## WEDDINGS

The congregation of Hart Baptist Church believes that marriage is ordained by God and the wedding ceremony is a service of worship.

Our facilities were thoughtfully and prayerfully built and dedicated to the glory of God. Therefore we endeavor to use them appropriately.

The congregation of Hart Baptist Church believes in the inerrancy and authority of the Bible as the Word of God.

We believe Biblical marriage is the union of one man to one woman. The facilities of Hart Baptist Church may not be used for any other type of wedding ceremony, service, or event.

### Application For Building Use —

**Before a wedding is scheduled and placed on the church calendar, a 'Wedding Information Form' must be completed and returned to the Pastor.**

The 'Wedding Information Form' can be obtained by contacting the Pastor or by download from the church website.

### Officiating Minister —

- Generally, our Pastor will officiate the ceremony. Note: Our Pastor, or any staff member is not obligated to perform any wedding ceremony.
- Other clergymen from Christian churches, duly ordained, may officiate the ceremony, **only upon approval by the Pastor.**  
If an 'outside' minister is used, **he** must be in full agreement with, and compliance of, the information in this brochure.

### License —

A marriage license must be obtained from the local county clerk.

### Photographer—

It is the responsibility of the couple to make arrangements for photography.

### Florist —

It is the responsibility of the couple to arrange with a florist for decorations and to see that the guidelines of the church are followed.

### Sound/Video —

**Only** church-approved technicians are authorized to operate the church audio/visual equipment.

See Fee Schedule for costs.

---

Carpet and church furnishings must be adequately protected from decorating materials.

- Candle wax damage can be a big problem in a wedding. Extreme care should be taken to prevent candle wax from damaging building and furnishings
- No nails, tacks, or screws shall be put in the walls, furniture, or pews.
- Tape may be used to put up decorations that need to be anchored. However, use only tape that does not adhere in such a manner that it causes damage to paint or other finishes.
- Rice and Birdseed  
We ask that you use birdseed, not rice, and that it be used only outside the building. Bubbles may only be used outside the building.

### - Music

It is the responsibility of the wedding couple to arrange for music. Since music is an important part of a wedding ceremony, it must be presented with the underlying theme of glorifying God.

The Pastor may ask to review and approve the music used in the wedding.