

# Wedding Policies of Grand Avenue Baptist Church

Revised 8 February 2018

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## Pre-Wedding

*Before making any public announcements regarding your wedding date, the following must be done:*

1. Call the church to discuss your desired date. We will note your request on the church calendar and hold this date for you for two weeks. This will give you time to complete the following procedures. (Note that weddings may not be scheduled for Sundays, Tuesdays, or Wednesdays, and may not be scheduled to start later than 7:00 PM.)
2. Call our wedding coordinator (see below) within two weeks. She will review the "Wedding Policies of Grand Avenue Baptist Church" with you and schedule a meeting to discuss the details of your wedding once the church has approved your date.
3. If a pastor of GABC is to officiate at your wedding, your date must also be cleared with him. At the time you discuss your wedding date, you can also schedule your premarital counseling appointments.
4. After carefully reading the Wedding Policies, complete and sign the two-page "Facilities Usage Request Form" and return it to the church office along with a \$100 nonrefundable deposit. (The deposit will be credited against your total fees.) Only after your request has been approved and the deposit paid will the date be considered "confirmed." Full payment is required two weeks before the wedding.

## Wedding Coordinator

Samantha Felkins serves as our wedding coordinator. Samantha may be reached by phone at 515-509-6158.

## Conduct & Expectations

1. GABC believes that marriage is a union between one man and one woman, following Biblical principles (*Gen. 2:24, Lev. 18:22, Mark 10:6-9, Heb. 13:4*). We also desire to celebrate the joining of two Christians together in holy matrimony (*2 Cor. 6:14*). We are unable to accommodate any wedding that is incompatible with those standards.
2. GABC further expects that the officiant will be a man of God, licensed in the Gospel ministry, and recognized by the State of Iowa.
3. A wedding is a worship service. We encourage the couple to design a ceremony that is personally meaningful and glorifying to God. Members of the wedding party are expected to conduct themselves at all times in a manner appropriate for a place of worship. It is the responsibility of the bride and groom to familiarize the members of the wedding party with the policies of the church.
4. Members of the wedding party must refrain from using alcoholic beverages or drugs prior to and during any activities held at the church. No alcoholic beverages, drugs, or related paraphernalia may be brought to the church or served/used on the church premises at any time. It is the responsibility of the bride and groom to be certain this policy is understood and followed by all the members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
5. Smoking is prohibited in/on any church properties. It is the responsibility of the bride and groom to be certain this policy is understood and followed by all the members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
6. Food and drink are not permitted inside the sanctuary (the exception being water in a sealed container). The wedding party may have soft drinks or snacks in the kitchen or the bride's and groom's dressing areas.

## **Decorating**

1. It is the responsibility of the bride and groom to provide decorations and decorate the building for the wedding. The church has several large artificial trees that may be used if desired, but we do not provide any other decorations. (Exception: Christmas decorations that the church uses in December may be left up for a December wedding.)
2. Birdseed and fresh flower petals may not be thrown inside the church building, but may be used outside as the bride and groom depart. Rice is prohibited inside and outside the building due to safety concerns.
3. Only silk flower petals may be scattered in the sanctuary.
4. Only "drip-less" candles are permitted in the sanctuary.
5. No glitter or other shedding decorations are permitted in the sanctuary.
6. The chairs in the sanctuary may be moved for the ceremony, but must be put back.
7. Breakage or damage to any church facility, church equipment, or other equipment in use by the church must be reimbursed at replacement value.

## **Clean-Up**

*It is the responsibility of the bride and groom to ensure the following tasks are completed:*

1. Return any furniture (including chairs in the sanctuary) to their original locations.
2. Remove all decorations immediately after the wedding. If you need to keep any decorations at the church until later, arrangements can be made with the wedding coordinator.
3. Remove all personal items from the dressing rooms immediately after the wedding.
4. Remove any food used during the reception, rehearsal dinner, or for the wedding party.
5. Wash any dishes used.
6. Take the garbage out to the trashcans located on the south side of the building.

*The church will complete these tasks:*

1. Resetting the stage area.
2. All vacuuming and bathroom cleanup.
3. All sweeping and mopping, inside and out.
4. If reception or rehearsal dinner is in Fellowship Hall, the resetting of tables, chairs, etc.
5. Any laundry of kitchen towels, etc.
6. Setting and resetting of the church thermostats for the wedding and rehearsal days.

**GABC Facilities Usage Request Form**  
for Weddings

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Today's Date \_\_\_\_\_

**Bride's Info**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Groom's Info**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Officiant's Info**

Name \_\_\_\_\_

Church \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Ceremony Date \_\_\_\_\_ Start/End Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Start/End Time \_\_\_\_\_

Approx. Number Expected \_\_\_\_\_ (Sanctuary seats around 250.)

Will the reception be held at the church? \_\_\_\_\_ (Fellowship Hall accommodates 150.)

Will the rehearsal dinner be held at the church? \_\_\_\_\_

# GABC Facilities Usage Request Form

for Weddings

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## Fee Schedule

**Fee**  
\$600

**Service**  
Wedding; includes:

- Building use (two days)
- Sound technician
- Wedding coordinator
- Janitorial services

-\$150 *or*  
-\$250

GABC Member Discount  
greater discount given if both bride & groom are members

## Statement of Agreement and Responsibility

I, the undersigned, have read and understand the wedding policies for Grand Avenue Baptist Church and agree to abide by them.

I also acknowledge that the \$100 deposit will be used toward the overall fee, and that under no circumstance is it refundable.

Further, I recognize that I am responsible for the replacement value of any property owned or in use by the church that is damaged as a result of the actions or inactions of a person or persons affiliated with this wedding.

Lastly, I agree with GABC's expectations for a Biblical marriage, as outlined in Scripture, and listed in the "Conduct & Expectations" section of this document, and affirm that this wedding adheres to those same criteria.

\_\_\_\_\_  
*Signature of responsible person*

\_\_\_\_\_  
*Relation to the wedding party*

## Final Details and Contact Information

Please return this two-page form to the church office, along with your \$100 non-refundable deposit. You will be notified when approved. Please remember, your wedding date is not confirmed until this form has been received and the deposit has been paid. Please make checks payable to Grand Avenue Baptist Church and notate "Wedding Fees" on the memo line.

Grand Avenue Baptist Church  
612 24<sup>th</sup> Street, Ames, Iowa 50010-4810  
(515) 232-8803 • info@gabcames.org

## For Office Use

\_\_\_\_\_ Deposit \_\_\_\_\_ Full fees \_\_\_\_\_ Approved \_\_\_\_\_ Entered on calendar

Notes: