



Wedding Facility Request/Use Form

It is our desire for you to have an enjoyable, Christ-centered wedding. We have a strong desire to serve you, while maintaining our Christian convictions. Therefore, the following policies and fees must be agreed to:

1. A pastor of Fairview BIC Church will perform the ceremony, unless otherwise arranged with the church office. When an outside pastor officiates, he/she must be faithful to Jesus Christ and His Gospel and licensed to solidate marriage in the state of Ohio.
2. Pre-marital counseling is required for marriage at Fairview Church. Arrangements can be made with our pastor by contacting the church office at the phone number listed above.
3. Drinking of alcoholic beverages is prohibited. Smoking is not permitted inside the church building.
4. The choice of music is left up to the bride and groom. It must be in accordance with Christian values and beliefs.
5. There will be no dancing allowed in the church building, including the fellowship hall.
6. Decorations must be set-up and taken-down with care. No nails can be used to secure items. Suitable protective material must be placed under all candelabras, flower arrangements, etc., to protect carpet and furniture from damage.
7. The rearranging of furniture must be authorized by the Wedding Coordinator.
8. The throwing of rice or birdseed is not permitted inside of the church building.
9. The bride and groom are responsible for the conduct of the wedding party and guests while on church property.
10. It is the responsibility of the wedding party to clean up the kitchen and utensils, if used, and remove all decorations not owned by the church. If the reception is being held elsewhere, clean up **MUST** take place immediately following the ceremony. A person must be designated to stay behind to take care of this.
11. Main floor dressing rooms and restrooms are included in the rental fee of the facility.
12. Our sanctuary can accommodate up to 175 guests and our fellowship hall, 150 guests. It is against the fire code to exceed these maximums.
13. The bride and groom will be responsible for arranging tables and chairs used in the fellowship hall according to their needs.
14. All caterers are required to provide their own supplies. They are not permitted to mix the church's equipment with their own.
15. The building must be cleared by 10:00 p.m.

16. The Wedding Coordinator will schedule the sound technician and the custodians.
17. Once this form is signed and returned to the church office, a Wedding Coordinator will be provided. This person is the primary contact between you and the church, and is acting as a representative for our congregation. She is primarily present to answer any questions regarding the facility and its use, and will be responsible for:
 - a. Planning of Ceremony/Directing of Rehearsal
 - i. Recommend how attendants enter, where they stand, and exit.
 - ii. Suggestions for order of ceremony, and aspects of the wedding.
 - b. Direct the Wedding
 - i. Cuing entrance of those being seated with honor.
 - ii. Cuing entrances of all attendants, bride, and groom.
 - iii. Make sure time schedule is followed by musicians, sound technician, photographer, etc.
 - c. Arrange for items available from the church:
 - i. Podium for guest book.
 - ii. Tables and chairs for Reception.

Itemized Fees:

Sanctuary	\$450	Wedding – This includes rehearsal time, wedding coordinator, sound technician and custodian.
Fellowship Hall:	\$350	
TOTAL	_____	

*** A \$100 deposit is required when this form is completed.
 The balance of the fees must be paid one week prior to event date. ***

*** The statement regarding fees does not include the honorarium for the residing pastor(s). This is the responsibility of the Groom and Bride.

Date of event: ____/____/____ **Time of Event:** _____ AM/PM **Deposit Paid:** _____

Signature: _____ **Today's Date:** ____/____/____

Contact Address & Phone: _____

Church Contact Information: Fairview Brethren in Christ
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