



Providence Park Baptist Church
468 East Ladies Mile Road
Richmond, Va. 23222
Office: (804) 329-1963 – Fax (804) 329-9917

Application for Use of Church for Weddings

Name of Applicant: _____

When facilities required:

Date: _____ Time: (Beginning) _____ (Ending) _____

Facilities requested (Check all that apply):

- Sanctuary Woodson Hall
 Kitchen Booker Building (Specify Area) _____

Approximate number of participants, if known: _____

Phone and address where applicant can be reached:

Phone: Home: _____ Work: _____ Cell: _____

Address: _____

- a) I have read and fully understand the rules and regulations regarding the use of church facilities as outlined on the reverse side of this form. I will insure full compliance with these regulations.

Signature of applicant _____ Date _____

- b) Please check applicable Member Non-member

*If there is any need for furniture to be moved (table, chairs, etc.), please get permission from the Board of Trustees. **Do not move anything at any time without permission.**

Provisions for Weddings

The wedding ceremony is one of the most sacred rites of the Church. It is a covenant-making ceremony, in which two persons pledge their life-long commitment to one another, in the presence of the LORD and witnesses, as persons the LORD has brought together. Since the wedding ceremony is a worship service, Providence Park Baptist Church seeks to further that end by requiring that **all persons who are married among our congregation adhere strictly to the following provisions.**

¶ The first contact regarding the wedding date and the ceremony must be made with the Pastor. Afterwards, the Clerk should be contacted, in order to secure the necessary forms and information, so that the wedding plans may proceed on schedule. Should any change in plans occur after the initial date of contact, please, inform the Clerk immediately.

¶ Discretion must be exercised in all activities in the wedding ceremony and the sanctuary. Since the wedding ceremony is a worship service and the sanctuary reflects the symbols and the significance of the love of GOD and the spirit of Christ, moderation and simplicity are advised in decorating. Please, adhere to the following guidelines, and it is strongly suggested that they be shared with your florist or the person(s) responsible for decorating the sanctuary and/or the fellowship hall.

1. Candles should be of the drip-less variety, and must be in a candelabra which will catch and contain drippings. Also, the floor or other surfaces beneath the candelabra must be thoroughly protected with a plastic or cloth covering in white. In the event of candle drippings on furniture, floor, or carpet, the person signing the wedding form, the florist, or the person(s) responsible for decorating shall be required to clean and/or reimburse the church for damage.

2. Decorations shall not be attached to pews or any other furniture by nailing, thumb-tacking, gluing, or pinning. A fee will be charged, if damage is determined. Any damages occurred while using the facility during wedding related activities will be the responsibilities of the bride and groom.
3. All decorations must be removed from the sanctuary immediately following the service. Flowers may be left for the Sunday service.

¶ Since music is an important medium for conveying the message of faith (in this case, the meaning of marriage), the selection of music should be kept in line with the theme of GOD's love for us and our love for GOD, particularly covenant-faithfulness. In this respect, secular music is inappropriate for worship. Also, movement or relocation of the piano and the organ is prohibited. Third, use of the organ will be reviewed by one of our church consultants. Use of the sound system or any of its components will need to be supervised by Deacon Forris Hinton or Deacon Anthony Robinson.

¶ The fellowship hall is available for rehearsals and receptions upon request. Also, rooms are available at the church for the use of members of the wedding party. Please, indicate your desire regarding these, when completing the WEDDING ARRANGEMENT FORM. Brides and bridesmaids will use the choir room for changing and groom and groomsmen will use the scout room.

¶ Due to the safety hazard created both inside and outside, we do not permit anything (i. e., bird seed, confetti, rice, etc.) to be thrown on church property.

¶ Please, see the Donation Schedule in order to determine applicable donations.

¶ A church musician will be on site to assist with the use of organ/piano. The church will arrange to have a member of the church present for the rehearsal and the wedding ceremony, in order to provide an immediate contact for your convenience and to provide guidance to persons who are unfamiliar with our facilities and policies. In this respect, one of the following persons will serve as a church consultant: Mrs. Thomasina Binga, Mrs. Gloria Greene, Mrs. Jean L. Fountain, Mrs. Willie Mae Hinnant, Mrs. Sandra Ausberry and Mrs. LaThornia Murph.

Donations Schedule

One half of the total amount is due when submitting your form. The remainder of the donations is due and payable at the church office two weeks before the service.

For Use of the Sanctuary

For members: no charge

For non-members:

Wedding: \$500

Wedding & reception \$750

For Use of the Fellowship Hall

For Reception:

Members: \$200

Non-members: \$300

For Rehearsal Dinner:

Members: \$200

Non-members \$500

Make certified checks payable to Providence Park Baptist Church. (Only money orders or certified checks will be accepted.)

Rehearsal and Rehearsal Dinner cannot exceed three (3) hours.

Pastor's Honorarium: \$100-members, \$200-non-members

(Make money orders or certified checks payable to the Pastor. This should be given to the Pastor on or before the day of the wedding.)

Custodian or Sexton

There is a \$175 fee to be provided for the sexton on duty the day of the wedding. This may be given to the Clerk at the time all fees are due.

Identification requirements: a copy of a valid driver's license or other form of positive ID (employment badge).

It is the policy of the present Pastor to officiate only the weddings of the members of the Providence Park Baptist Church. Use of the sanctuary and the fellowship hall for weddings of non-members, and assistance of other congregations, must be approved by the Board of Trustees.

PROGRAMS

Programs – Standard size 300 @ \$200 - \$500 (when requested)

Revised January 14, 2014

WEDDING ARRANGEMENT FORM

Please, complete this form.

The Bride

Full Name _____

Address _____

Street

City

State & Zip Code

Home Phone (____) _____ Work (____) _____ cell _____

Are you a member of Providence Park Baptist Church? ____ Yes ____ No

If no, please, list church affiliation.

Name of Church _____

Pastor's Name _____

Address _____

City, State & Zip Code _____

Office Phone _____

The Groom

Full Name _____

Address _____

Street

City

State & Zip Code

Home Phone (____) _____ Work (____) _____ cell _____

Are you a member of Providence Park Baptist Church? ____ Yes ____ No

If no, please, list church affiliation.

Name of Church _____

Pastor's Name _____

Address _____

City, State & Zip Code _____

Office Phone (____) _____

The person who is making the arrangements, and who will be responsible for all financial obligations relating to this event, must sign.

Signature of Responsible Party_____Date_____

Phone (____)_____

Rehearsal Date_____Time_____

Wedding Date_____Time_____

Officiant_____

Facilities Requested

(Check all applicable. See Fee Schedule.)

- Sanctuary J. J. Woodson Fellowship Hall
 Kitchen Sylvester C. Booker Building

Do you wish to have a rehearsal dinner in Woodson Hall? ____Yes ____No

Do you wish to have the wedding reception in Woodson Hall? ____Yes ____No

Do you wish to use other space in the Booker Building for the wedding party? ____Yes
____No

If you are using the church for the rehearsal dinner and/or the wedding reception, please, list the name(s) and the phone number(s) of your caterer(s).

Caterer's Name_____

Telephone (____)_____

Permanent Address after Marriage:

Address_____

Home Phone (____)_____

The use of the Church's equipment will be an extra rental fee, etc.:

Candelabra - \$20.00

Bench - \$20.00

Use of China - \$150.00

Please, return to:

**The Clerk
Providence Park Baptist Church
468 East Ladies Mile Road
Richmond, VA 23222**