



The Logan Elm Baptist Church welcomes your interest in our church as you are making plans for one of the most important events in your life. We will be happy to meet with you and show you our facilities and answer any questions you may have.

We have enclosed a copy of our wedding policies that you should read very carefully. Should you have any questions, please call our church administrator at 474-1614.

If you should decide to use our facilities for your wedding and/or reception, please fill out the enclosed form and return it to the church office as soon as possible. If the wedding is to be conducted by our pastor, you will then be contacted to set up counseling sessions with him.

Return completed form to:  
Logan Elm Baptist Church  
22530 Bolender-Pontious Rd  
Circleville, OH 43113

Thank You,

Mike Thompson  
Church Administrator

## WEDDING POLICY

### **Policies of our Pastor**

1. All weddings performed by our pastor will be preceded by pre-marital counselling sessions with exact number to be determined by him.
2. Our pastor will make a decision whether to perform the wedding ceremony after the first counselling session with the couple.
3. All music must be submitted to the pastor or his designee for approval two weeks prior to the wedding date.
4. Weddings performed in our facility by others must be approved by our pastor.
5. A marriage license must be presented to our pastor on or prior to the day of the wedding and he will mail the marriage license after the wedding is complete.
6. No immodest dress by any member of the wedding party will be allowed.

### **Facility Use and Fees**

1. No deposit or building use fee will be charged to our members and their children, however, a janitorial fee is required.
2. A deposit of \$250 will be charged for non-members and is refundable if building is not damaged.
3. A recommended donation of \$250 is suggested as a building use fee for a non-member wedding and/or reception plus a janitorial fee is required.
4. Once a date for the wedding is set, our janitorial staff will be scheduled to clean the applicable areas of the building used during your event.
5. A janitorial service fee of \$25 will be charged for cleaning the sanctuary and bridal facilities, and an additional \$25 is charged if the fellowship hall is used. If the event is not over by 6:00 PM, an additional fee of \$10 will be charged.
6. Our sanctuary will seat approximately 200 guests. Our fellowship hall will seat 200 guests. If you use the fellowship hall, you are responsible for setting it up and returning all tables to the table storage area. The kitchen, coffee maker, and refrigerator are available for your use, however, you are to clean what you use and return it to order. Cooking in the kitchen is not allowed unless attended by one of our church kitchen personnel. You will be responsible for paying their hourly rate. You are responsible for supplying all of your own paper supplies. Our janitor will vacuum all floors and mop the kitchen floor. Janitor will set the chairs up for Sunday School and will also take the trash to the dumpster. Please do not put liquid in the trash bags. Please, no red punch.
7. You will be responsible for informing your wedding party and guest that there will be no smoking, no alcoholic beverages, no dancing, no foul language, no improper dress, nor anything else that would bring shame to the name of Christ and our church.

8. Rice and confetti are not permitted. You may use bird seed outside only. To prevent spills, please do not distribute the bird seed before the wedding ceremony.
9. You are responsible for the decoration set up and removal. A minimum amount of decorations is suggested and this should be carefully planned and approved by our church administrator. Care must be taken that no damage be done to our church while decoration or removing decorations. Do not use any wire or nails. The decorating must be complete at least one hour before the wedding and/or reception and must be removed from the building immediately following the ceremony. Pulpit furnishings will be arranged by our members. The ornamental wall located behind the pulpit will not be moved for non-member weddings.
10. You will need to secure your own organist, soloist and pianist. Our pastor or church secretary will provide you with names and telephone numbers of our instrumentalists.
11. Any music used at the reception must be approved ahead of time.
12. Thermostats are set for the most efficient heating and cooling. Please do not adjust them.

### **Sound System Policy**

If you wish to use our sound system, you must discuss this with our church administrator and he will have one of our sound system personnel get in touch with you. Please remember that our church sound system personnel are not paid staff members and you should be prepared to compensate them for their time. An hourly rate of \$20 is suggested with a minimum of two hours per instance.

### **Rehearsal Planning**

1. Rehearsal plans, date and time are to be discussed with and approved by our pastor. This should be accomplished during early planning and at least one month prior to the wedding.
2. All members of the wedding party should be present for the rehearsal, including the organist, pianist and soloist. The rehearsal dinner may be scheduled to take place either before or after the rehearsal itself.
3. Our pastor will direct all phases of the rehearsal and if there are special words or ceremonial procedures desired, you must discuss this with our pastor prior to the rehearsal.