



palmvista
baptist church

Wedding Application Packet

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PALM VISTA BAPTIST CHURCH FACILITY POLICIES

It is the belief of Palm Vista Baptist to recognize our church facility as the House of God and it is to be treated with dignity and respect. It will be used principally by this church for the study of God's Word and worship. It will also be used for the purpose of reaching out to our community with the gospel of hope. At no time will any persons, groups or events replace the objective of the purpose listed above. The following procedures apply:

1. General Policy:

- a. Regularly scheduled ministry programs and activities will take precedence over all other uses of the facility.
- b. No furniture or equipment may be removed from the premises without a written request to the Administration Team.
- c. The music and sound equipment shall be the responsibility of the Worship Minister.
- d. The physical painting will be the responsibility of the Administration Team. Individuals or groups who desire major modifications to the interior or exterior of the church facilities will make it in writing to the Administration Team.
- e. No materials will be taped or affixed to walls or any other equipment or structure that may be damaged.

2. Facility Use Requests:

- a. Use of the church facilities for non-regular church program activities will be arranged with the pastor and coordinated with the church calendar. These requests shall be made by using the FACILITY UTILIZATION AND EQUIPMENT RESERVATION request. When approved, the activity will be placed on the church calendar.
- b. The individual signing the facility use request assumes responsibility for the facility when used outside the normal working hours. This includes security of the building during and after the activity; and turning on and off utilities. A key to the facility will be issued to the requester only.
- c. Nonmember Groups and Organizations
 1. Regular and special programs of Palm Vista will always take precedence over requests by nonmember groups.
 2. A fee of \$250 will be deposited with the church one month prior to the use of the facility by the requesting group. Of that fee, \$150 will be used to pay for facility expenses of janitorial and utility costs. The remainder is a security deposit that will be returned to requester if no damage has occurred or any violation of #3.
 3. The requester will recognize in writing their obligation to prohibit the use of alcohol, illegal drugs and tobacco (in any form) or the use of inappropriate language or activity on the church property.

WEDDINGS

1. Scheduling the Wedding

The first step in arranging for your wedding to be conducted at Palm Vista Baptist Church is to schedule the wedding. We ask that our Information and Schedule Application be returned within 14 days or your date will no longer be reserved. At the time of application, the church receptionist will schedule an appointment with our minister to finalize your wedding plans and respond to any questions you have at that time. Weddings may be conducted at any time of the week except from 5:00 p.m. on Saturday evening until 8:00 a.m. on Monday morning. At your first meeting with the minister, your wedding date and time will be finalized to prevent conflict with church programs.

2. Premarital Counseling

All couples who desire to be married at Palm Vista Baptist Church will be asked to complete a premarital counseling course, which is provided or approved by the pastor, no later than two weeks before the wedding.

3. Fees

All fees and charges will depend on the place of the wedding; the use of equipment, and kitchen service. A complete schedule of the current fees is printed on the reverse side of the Wedding Information and Schedule Request form. During the initial appointment with the pastoral staff member, plans will be made for the wedding and a complete cost schedule will be computed. Fees will be due 30 days prior to the wedding. Fees payable to the church represent cost share items utility service, personnel expenses and equipment depreciation. They do not include charges due musicians, photographers, or the ministers. These costs and honorariums are the responsibility of the bride or groom as the case may be.

4. The Wedding Rehearsal

Normally, the wedding rehearsal will occur the day before the wedding (refer to #1). This is done to accommodate out of town participants. All members of the wedding party, including musicians, are expected to attend the rehearsal unless specified one day in advance.

5. Reception

If you desire, a reception following the wedding may be held in the Fellowship Hall. Arrangements and plans for decoration will be coordinated one week prior to the reception with the custodian of the church. If you plan to use the kitchen facilities adjacent to the Fellowship Hall, final arrangements are to be completed one week before the service. If a caterer is used for the reception, church equipment may be used. To prevent confusion, there should be no mixing of caterer equipment and supplies with the use of the church materials.

6. Removal of Equipment

All florist, caterer, or family materials and equipment should be removed from the church immediately following the wedding and/or reception. Some materials may be left over night if prearranged with the building supervisor or pastor. Because of the high traffic problem on Sunday, nothing can be left in the building on Sunday.

7. Concerning Decorum

Palm Vista Baptist Church is a place of worship and Bible study. Actions and activities that uplift the Lord, including weddings, should always be conducted with proper respect of the church facility. As such, the use of alcoholic beverages, smoking, use of tobacco of any form, mischief, dancing, and other activities not befitting the facility cannot be accepted. Your dress and the dress of your party should exhibit the religious character of the wedding ceremony. Please do not hesitate to call on the minister or the assigned custodian if you have a last minute requirement.

8. Last Things

No rice, confetti or other such items may be used in the buildings. Birdseed may be used outside our facilities instead of rice. The party (or parties) who schedules the church is responsible for payment of any damage to the furniture, equipment and/or furnishings. The church is not responsible for personal items, such as wedding dresses, wraps, purses, silver, glassware, or similar items brought to the church for use in a wedding or reception and is not liable if such items are lost, stolen or damaged. However, every reasonable effort will be made to assist the wedding party in protecting such property.

FEE SCHEDULE

A. Reservation Fee: \$25.00 (non-refundable)

B. Church Facility Use Fees.

1. Church member and immediate family (see pastor)

2. Non Church Member

Security deposit	\$250.00 (refundable)
Sanctuary, Sound System Utilities	\$350.00 per day
*Setup/Cleanup	\$150.00
Fellowship Hall/Kitchen	\$100.00
Audio Fee Worship Center Soundman	\$100.00
Facilities Coordinator	\$100.00

Fees for instrumentalists and soloists should be arranged between those involved.

Gratuity suggested:

Pianist	\$100.00 minimum
Soloists	\$ 50.00 minimum
Minister	\$200.00 minimum

*Setup and cleaning fees may be waived if the wedding party wishes to do all the work under the supervision of the Facilities Coordinator.

All fees are to be paid at least 30 days prior to the wedding.



WEDDING INFORMATION AND SCHEDULE APPLICATION

This application is to be completed and presented with a check of \$25.00 to the church office. Your wedding date and time will be confirmed at your first meeting with your assigned counseling minister. At that time he or she will discuss with you the date, time, officiating minister, pre-marital counselor, and the necessary fees for the wedding.

BRIDE _____ Phone _____

Address _____

Parent/Guardian _____ Phone _____

Church Membership _____ Age _____

GROOM _____ Phone _____

Address _____

Parent/Guardian _____ Phone _____

Church Membership _____ Age _____

Planned Address After Wedding: _____

REQUESTED WEDDING DATE _____ **TIME** _____

REQUESTED REHEARSAL DATE _____ **TIME** _____

* Officiating Minister _____

**Pianist _____

**Soloists and Songs _____

**Other Musicians and Selections _____

Photographer _____ Phone _____

Florist/Decorator _____ Phone _____

Do you wish to leave flowers for the Sunday Service? Yes _____ No _____

* Must be approved by Pastor

**Must be approved by Worship Pastor

We have read and accept the "Wedding Policy" of Palm Vista Baptist Church and will cooperate accordingly in order to have a meaningful and well planned wedding.

Groom _____ Date _____

Bride _____ Date _____

• **FACILITY UTILIZATION AND RESERVATION FORM**

Date of Request: _____ Calendar Date Requested: _____

Group: _____ Type of Function: _____

• **SPACE UTILIZATION**

Area Requested: _____

Time: _____ to _____

Diagram of Special Arrangements on Back: Yes _____ No _____

Special Equipment and Material Requirements: _____

All rooms used must be set back to original room diagram

• **SET UP AND CLEAN UP**

Who is responsible for setting up for the event: _____

Who is responsible for tearing down after the event: _____

Who is responsible for cleaning up after the event: _____

Who is responsible for opening and closing building for the event: _____

• **The following must be cleaned:**

Restrooms cleaned and mopped*

Worship Center Chairs in Line*

Trash Picked up in Worship Center*

Vacuum Rooms*

Kitchen countertops clean*

Trash carried to dumpster*

Clean Front Glass Doors*

*Must be approved by Facilities Coordinator