

Wedding Policy/Sanctuary/Memorial Hall Rental, David's Fork Baptist Church

3245 Cleveland Road, Lexington KY 40516,

Phone 859-299-5112

Updated January 1, 2021

I. General Wedding Policy

- A. Marriages will only take place at DFBC between a male and a female. Our guide for marriage is based on the scriptures for a man and a woman.
- B. Due to the Covid pandemic, David's Fork Baptist Church is not responsible for any illness associated with your wedding. We strongly recommend social distancing, including masks, temperature taking and distancing. DFBC is not responsible for anyone becoming ill, including the wedding party, wedding guests or any of the vendors used for your wedding and we will not be held liable.
- C. Before making any public announcement regarding your wedding/event at DFBC, approval must be granted on the church calendar, for both the date of the wedding/event, rehearsal and reception.
- D. A wedding should be considered a worshipful experience and therefore members of the wedding party are expected to conduct themselves at all times in a manner befitting the atmosphere of the place of worship.
- E. There is to be absolutely NO ALCOHOL and ILLEGAL DRUGS on any of the church property or grounds. No wedding or rehearsal will be allowed to be conducted if any members of the wedding party or anyone affiliated with the wedding are under the influence. There is to be NO SMOKING in any of the buildings of DFBC.
- F. The bride and the groom are responsible for seeing that the wedding party is familiar with the policies of the church.
- G. No food or drinks are permitted in the sanctuary.
- H. Breakage of, and or damage to, any church equipment/facilities must be reimbursed at replacement cost/value.
- I. If a guest minister is to be used to perform the wedding ceremony their approval is to be given by the senior pastor of DFBC.
- J. DFBC cannot be and will not be responsible for lost, stolen or broken articles, or equipment of any kind.
- K. Wedding music: You have chosen to have your wedding in a church setting. Therefore, your wedding should reflect a worshipful experience in every sense. Marriage is an ordinance of God and the ceremony at the altar places the marriage under the blessing and command of God. Careful thought should be given to the selection of music used, both at your ceremony and your reception.
- L. We do allow dancing in Memorial Hall. However, the dancing is to be tasteful and respectful to all persons. There will be a DFBC representative around at all times and if at any time the dancing is not what the church feels is respectful, through its representative, we will ask you to stop. We do not want to embarrass anyone on such a special occasion. However, this is a church and we ask that you maintain a high level of taste and respect.

II. DFBC Facilities

- A. The sanctuary seats approximately 200 comfortably. The sanctuary is very old and ornate; we ask that you take great care in helping us preserve its beauty by carefully selecting decorations that will not damage window sills, pews, walls and carpet. Non drip candles are to be used not to incur any wax damage
- B. Memorial hall seats 200 comfortably, there are 23 round 60" tables that seat 8 each for a total of 184. 2 – 8 foot long tables and 8 – 6 foot long tables as well as 15 folding chairs are available for use.
- C. The surrounding DF property also makes beautiful pictures.
- D. The sanctuary organ is a large professional Rogers organ, it is well maintained and may only be used by a DF organist or a well trained professional organist. The organ is kept locked.
- E. The sanctuary also contains a Baldwin M artist series grand piano and may only be used by a professional pianist. No children at any time are allowed to play on or touch any of the pianos of DFBC.
- F. State of the art sound and video equipment are available but MAY ONLY BE OPERATED by a DF technician (no exceptions).
- G. Tents may be placed on the church property for weddings and receptions (fee to be negotiated).
- H. No other parts of the DF buildings and property may be used except what is agreed upon.
- I. All weddings and rental functions must be over and everyone off the church property by 10:00 p.m. nightly.

- J. Rental of Sanctuary/Memorial Hall includes up to 5 hours total use on the day of the event. The church will work with the wedding party to try and give you access the day before the event for decorating and miscellaneous use. However church events take precedent.
- K. No moving of furniture, pianos, trophies cases or any other items is allowed in the sanctuary or memorial hall. No exceptions. The church will work with you for the placement of chairs and tables. Absolutely nothing may be hung, taped, tacked on any of the walls or columns in memorial hall or the sanctuary.

III. Fees

- A. Sanctuary
Free to members of DFBC see below** \$250 for non-members
- B. Memorial Hall
Free to members of DFBC see below** \$300 for non-members
- C. Clean up fee (Mandatory for all events and functions)
\$75 for members** \$150 for non-members
- D. Organist Fee \$75.00
- E. Sound/Technicians Fee \$75.00
- F. Ministers Fee \$100.00

****Also, to immediate family members of DFBC members, and those who have been attending DFBC on a regular basis for the past 6 months.**

\$200 deposit for non-members holds your date at DFBC

The deposit will be refunded back to you within 7 days.

Address of where the deposit is to be sent back to: _____

All fees are due and to be paid to all parties involved 48 hours before your wedding/event takes place.

We will not refund any monies for any reason if any of the above stated policy is ignored, dismissed or overlooked. It is the bride and grooms responsibility to see that all policies are enforced.

Cancelations:

Full refund up to 14 days prior to the wedding, all deposits fees/monies forfeited after 14 days.

We will require the following services/rentals:

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total \$ _____

We understand the policies concerning our wedding/rental at DFBC and we agree to all policies and procedures stated herein. Failure to comply with the stated policies could be considered "disregard of policy" and could mean forfeiture of our deposit. We also understand that we are liable for any damages that total more than is covered by our deposit. We understand the church is not responsible for any damage to personal property of any kind to those in the wedding party/event or those family members and guests of the wedding or the event.

_____ Brides signature and date
 _____ Grooms signature and date
 _____ Representative of the church signature and date