

Wedding Application – Member/Regular Attendee

Wedding Application Form Members/Regular Attendees

Church Use Guidelines and Policies

(Revised 02-03-10)

Believing that marriage is ordained by God and is symbolic of the union of Christ and the Church, His Bride, we at Emmanuel Bible Church are willing to be of service to those interested in using the church facilities. We have written the following guidelines and policies to inform you of our position regarding the use of our church facilities for weddings. Reservations for any use of our church facilities are made on a "first come--first served" basis. If, after reading this document, you qualify to use the church facilities and agree to abide by these guidelines, you must fill out the church use request form, and return it to the church office. After the request has been reviewed, you will be notified of the confirmation, along with the name of the church use coordinator, and a time can be arranged for you to meet with the pastor you wish to officiate the ceremony.

- 1.** The couple must be "equally yoked". The Scriptures clearly state that a believer should not be united with an unbeliever in marriage (2 Corinthians 6:14). Therefore, the use of the Church Sanctuary for a public wedding will not be granted when one party has a clear testimony of personal redeeming faith in Jesus Christ and the other does not.
- 2.** Church use will not be permitted for those couples which have cohabited together prior to marriage. Recognizing that formal marriage in such circumstances is desirable, such couples may be married in a private ceremony by a Pastor at his discretion. The final decision rests with the Church Elder Board.
- 3.** For couples where one or both has been divorced the circumstances will be considered in light of Scriptural standards in a meeting with the pastor. The final approval must be given by the Church Elder Board.
- 4.** All couples seeking to be married at Emmanuel Bible Church are required to participate in pre-marital counseling with a member of the pastoral staff of EBC or another minister chosen by the couple to preside at the wedding. Arrangements for pre-marital counseling must be made by the couple.
- 5.** The couple will be responsible to secure their marriage license from the Marion County Clerk's office at Room 110, 100 High Street N.E., Salem, Oregon. The license will cost \$60 and will become effective three days after the date it is issued. The license is valid for 60 days. The effective period of the license may not be altered. The license fees are not refundable. Two witnesses must be present for the ceremony and sign the wedding certificate. The valid license is to be presented to the officiating minister at the time of the wedding rehearsal.
- 6.** Arrangements must be made with the **Church Use Coordinator** a minimum of two months prior to the wedding. **This person is responsible for securing a sound technician, and janitor, unlocking and locking the facilities, providing information and direction for facility use, assisting with maintenance issues should they arise, and assuring all**

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gratuities to the janitor, sound technician, and coordinator are paid two weeks prior to the wedding.

- 7.** The church sound system may be used for the wedding, but it must be operated by one of the church's sound technicians.
- 8.** Arrangements, by the church use coordinator, must be made for the church janitor to supervise cleaning the facility after rehearsals and weddings. The throwing of rice, bird seed, or confetti on church property is prohibited. All decorations must be removed by the wedding party, and tables and chairs and other furniture returned to the condition in which it was before the wedding.
- 9.** The use of alcohol or tobacco will not be permitted on the church premises at any time.
- 10.** Dancing is not permitted.
- 11.** Any damages incurred or any items lost or stolen during the use of the church facilities are the responsibility of the persons using the services or facilities. Complete replacement costs are to be repaid to the church.
- 12.** Marion County Fire Regulations prohibit the use of candles or other forms of open flame, except in fixed holders located away from occupants using the area. Candelabras shall be high enough that clothing cannot come in contact with the flames. Hand-held candles are specifically prohibited.
- 13.** The wedding ceremony and/or reception must conclude by 9:00 pm on Friday and 8:00 pm on Saturday in order to allow time for the janitor to clean the facility.
- 14.** The following fees are subject to change at the discretion of the church leadership.

➤ **Fees for Members and Regular Attendees**

| | | |
|------------------------|-------------|---|
| Church Use Coordinator | \$100 | <i>(2 weeks before wedding directly to coordinator)</i> |
| Sound Technician | \$75 | <i>(2 weeks before wedding directly to technician)</i> |
| <u>Janitor</u> | <u>\$75</u> | <i>(2 weeks before wedding directly to janitor)</i> |
| EBC Church Use Total: | \$250.00 | |

➤ **Optional**

Organist/pianist supplied by church through church use coordinator \$50

General Wedding Use Information

➤ **Fee Policy**

The fees due no later than two weeks prior to the wedding. Gratuity fees include the janitor, the sound technician and church use coordinator.

➤ **Facility Facts**

The Sanctuary seats 325- 350 people. There are 36 pews (18 on each side). The center isle is 75ft. long from the modesty panel on the platform to the entrance doors. A piano, organ, and a sound system equipped for CD/DVD's is available for your use. Contact your church use coordinator for availability of tables for gifts, guest book, etc. All candles used must be non-drip.

➤ **Dressing Rooms**

Brides may dress in the lounge off of the women's restroom. There is a full-length mirror in the lounge as well as the normal counter mirrors. Attendants will dress in nursery rooms, down the hall, which contain a lavatory. The Groom/groomsmen will use rooms at the front of the church where a lavatory is available.

➤ **Times**

Two hours may be scheduled for rehearsal dinner/ceremony at a date prior to the wedding. The day before the wedding may be reserved to decorate, *but must be approved by the EBC Office Manager via the Church Use Coordinator.*

Four to five hours are scheduled on the wedding day for last minute decoration, dressing, photos, ceremony, reception, (if at EBC), and clean up. Any exceptions to these times must be cleared by the Church Use Coordinator, who will inform and clear it with the EBC Office Manager.

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EBC Wedding Application

To be returned to the EBC Office.

Please print your answers below.

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____
Must have approximate times if none are known yet.

Bride:

First

Last

Address:

Street

City

State

Zip

Phone: _____

Groom: _____

Address:

Street

City

State

Zip

Phone: _____

Place of Employment: _____

Phone Number

➤ **Pastor who will perform ceremony:**

- We have read the **Church Use Guidelines/Policies** for Emmanuel Bible Church that was provided with this application and (a) affirm that we conform to its requirements, and (b) agree to comply with all its provisions.

Signatures: _____

Bride/Date

Groom/Date

➤ **Church Use Only**

Payments:

Balance of \$250 (janitor, sound technician, coordinator) must be paid on or before (2 weeks prior): _____

Balance due paid: _____

Date: _____

EBC Staff Approval: _____

Date: _____

Wedding Application sheets returned to Church Use Coordinator? _____ Coordinator: _____

Return this form to the EBC Office to officially reserve your requested date for church use.
Emmanuel Bible Church, 8512 Sunnyview Rd. NE, Salem, OR 97305 503-364-6179

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EBC Wedding Application Information Form

To be returned to the EBC Church Use Coordinator.

Please print your answers below.

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____
Please have official times of events.

Bride:

First _____ Last _____

Address:

Street _____ City _____ State _____ Zip _____

Phone:

Home _____ Work _____ Cell _____

Bride's Parents:

First _____ Last _____

Parents Address:

Street _____ City _____ State _____ Zip _____

Parents Phone:

Home _____ Other _____

Parents Attending Wedding: _____

Groom:

First _____ Last _____

Address:

Street _____ City _____ State _____ Zip _____

Phone:

Home _____ Work _____ Cell _____

Groom's Parents:

First _____ Last _____

Parents Address:

Street _____ City _____ State _____ Zip _____

Parents Phone:

Home _____ Other _____

Parents Attending Wedding: _____

- **Unity Candle Service?** _____
- **Approximate Number of Guest:** _____
- **Pastor Who Will Perform Ceremony:** _____
- **Church You Attend (if other than EBC):** _____
- **Bride's Escort:** _____

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- **Maid/Matron of Honor:** _____
- **Number of Bridesmaids:** _____
- **Flower Girl?** _____
- **Ring bearer?** _____
- **Best Man:** _____
- **Number of Groomsmen:** _____
- **Number of Ushers:** _____
- **Candle lighters?** _____ **Number:** _____
- **Music:**
 - Organ:** **YES** **NO** **Organist:** _____
 - Piano:** **YES** **NO** **Pianist:** _____
 - Recorded Music:** **YES** **NO** **Number:** _____
 - Instruments:** **YES** **NO** **Number:** _____
 - Soloist:** **YES** **NO** **Name:** _____
- **Florist:** _____
- **Photographer:** _____
- **Signature:** _____
Bride or Groom/Date

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- **Church Use Coordinator Notes:** _____

Return this form to Church Use Coordinator 2 months prior to the wedding.
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