



UNIVERSITY
BAPTIST CHURCH

Wedding Policies

2720 Wabash Avenue ♦ Fort Worth, TX 76109 ♦ 817.926.3318

University Baptist Church Wedding Policies

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University Baptist Church

Wedding Policies

I. INTRODUCTION

Marriage in the church is a religious ceremony. You are asking the blessings of God as you begin your lives together.

The Ministers and staff of University Baptist Church (UBC) wish to assist you in any way possible to make your wedding a memorable experience.

To ensure a sacred and dignified ceremony, thorough preparations are required. The following procedures have been adopted by University Baptist Church to assist you in planning your wedding. To secure the use of the church facilities, these policies regarding their use must be accepted.

II. RESERVATIONS & FACILITIES

Church Members

Member policies for the use of UBC facilities shall be applied for the wedding of church members if the bride or groom, or the parent, grandparent, or legal guardian of the bride or groom, have been members of UBC for at least one year at the time of the wedding.

Weddings of members may be scheduled up to 15 months in advance for ceremonies in the Sanctuary or Watson Chapel. Tentative dates may be cleared by telephone, but confirmation of the dates will be given only after a personal conference with the UBC Wedding Representative and by payment of a \$100 reservation fee. This fee is non-refundable and will be applied to other fees charged.

Non-Members

Non-members may schedule wedding ceremonies in the Sanctuary or Watson Chapel up to 12 months in advance. The calendar coordinator will place a date on the calendar only after a personal conference with the UBC Wedding Representative and by payment of a \$200 reservation fee. This fee is non-refundable and will be applied to other fees charged.

All Weddings

Scheduling your wedding date on the church calendar does not automatically reserve this date with the UBC minister or other staff members. Please contact the appropriate administrative assistant to arrange an appointment with the minister or staff member you desire to have involved in your

wedding. If the minister performing the ceremony is not on staff at UBC, please inform the UBC Wedding Coordinator and verify that your minister is legally licensed to marry couples.

You will also need to coordinate with the Minister of Music or his administrative assistant concerning soloists, organists, or pianists. (See Music Policy, page 9.)

Church facilities are not available for weddings on:

- Sundays
- Holidays or holiday weekends, including New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day
- Dates of Texas Christian University home football games
- Dates of scheduled church activities

The church will schedule only one wedding per weekend. We are currently not booking any weddings in Watson Chapel from May 1–September 30.

Evening weddings must be scheduled to begin no later than 7:00 pm (CST). All wedding ceremonies at UBC, including the reception (see Receptions, page 8), must conclude within four hours from the start of the ceremony or by 10:00 pm, whichever is earlier.

Church buildings will be open and available for the florist, caterer, delivery of dresses and/or tuxedos, etc., four hours before the wedding is scheduled.

Rice, birdseed, bubbles, confetti, glitter, feathers, natural flower petals or similar items used for decoration or to celebrate the departure of the bride and groom may not be used inside any of the church buildings. Birdseed and bubbles may be used only at the outside exit of Harris Hall (see Receptions, page 8). Not adhering to this policy will result in an additional cleaning fee of \$100.

No food or drink, with the exception of Holy Communion as part of a wedding ceremony, is permitted inside the Sanctuary or Watson Chapel.

No alcoholic beverages, illegal drugs or any form of tobacco will be served, consumed or used within or on any part of UBC property. No member of the wedding party under the influence will be permitted to participate in the rehearsal *or* the wedding. Non-compliance with this policy will result in cancellation of the wedding.

UBC will not be responsible for the loss or theft of any valuables or personal property. Do NOT leave money, credit cards or other valuables in the dressing areas during the wedding or reception.

University Baptist Church strongly affirms the Biblical teachings of a traditional marriage between one man and one woman. The church does not sanction and will not permit same-sex marriages.

III. FEES AND PAYMENT SCHEDULE

The reservation fee is due at the time you schedule your wedding at UBC. The balance for additional fees (listed below) is due at least two weeks prior to your rehearsal date.

Basic fees (for Sanctuary and Watson Chapel reservations) include:

- ❖ Custodian services
- ❖ Wedding Coordinator services
- ❖ Sound/lighting technician
 - The lighting/sound technician can provide an audio recording of the ceremony. This arrangement should be made when reservations are confirmed.
- ❖ Pre-marital advisement (optional; see Pre-Wedding Counseling, page 5).

	<u>Members</u>	<u>Non-Members</u>
Reservation fee (to be applied to total charges)	\$100	\$200
Sanctuary (seats 1200)	\$1500	\$2000
Chapel (seats 250; October 1-April 30)	\$1000	\$1500
Harris Hall	\$400	Not Available
Premarital Counseling materials (optional)	\$35	\$35
Late fee for long rehearsals	\$100/15 minutes	\$100/15 minutes
Decoration removal from ceremony	\$100	\$100
Additional multimedia technician (rehearsal)	\$75	\$100
Additional multimedia technician (ceremony)	\$75	\$100
Additional multimedia technician (reception)	\$50	NA
Kitchen employees (2 workers at \$15/hour, minimum 2 hours)	\$60 minimum	NA
Lost/broken reception materials	Cost of goods	NA
Late fee for receptions lasting past 10:00 pm	\$100/15 minutes	NA
Honoraria for minister and musicians	-----Negotiated individually-----	

Church facilities are not available for child care during the rehearsal, wedding or reception.

No member of UBC will be prevented from having a wedding in church facilities because of financial considerations. You may discuss these matters in confidence with the Church Administrator.

IV. PRE-WEDDING COUNSELING (OPTIONAL)

UBC considers premarital advisement a very important part of the preparation for your marriage.

If a UBC staff member is to perform your ceremony, four sessions of advisement are encouraged prior to the wedding. You may schedule advisement with the pastor's administrative assistant.

The charge of \$35.00 per couple is to be added for counseling materials.

V. DECORATING POLICIES

Decorations and flowers may be placed in the Sanctuary and/or Chapel within four hours of the wedding. Flowers may not be placed on the organ or the piano.

Only electric votive candles may be used. The church does provide candles if needed.

Two brass table candelabra and two brass floor candelabra (each holding seven electric votives) are available for use.

Nails, tacks, staples, pins, duct tape, wire, etc. may not be used anywhere. Wrapped wire or ribbons may be used to fasten bows or flowers on the pews. Candles may not be used on the pews.

Only dye-fast silk flower petals may be used in the aisle.

Pulpit furniture may be moved, but only by church personnel. This change must be arranged with the Wedding Coordinator at least two weeks in advance. Choir chairs and greenery on either side of the platform may not be moved. Special decorations used by the church (e.g. Christmas, Easter, etc.) may not be moved, but may be used as part of the wedding decorations.

All decorations must be removed immediately following the ceremony. This is the responsibility of the wedding party. A fee of \$100 will be assessed for removal and storage by church staff.

If you would like to donate floral arrangements to be used in the Sunday worship services, please arrange this with the Wedding Coordinator at least two weeks in advance.

UBC ladders may be used by the decorators. All other equipment, such as extension cords etc., need to be brought by the decorators. The custodial staff of UBC is NOT available to assist with decorating.

VI. REHEARSAL

The one-hour rehearsal will begin promptly at the time scheduled, usually 6:00 pm. To help reduce the cost of lighting and heating/cooling the facilities, PLEASE insist that all members of the wedding party be punctual! A late fee of \$100 for every period of 15 minutes beyond the one-hour rehearsal will be assessed and payable to the Wedding Coordinator before the beginning of the ceremony.

The UBC wedding coordinator and the minister will direct the rehearsal.

The marriage license should be delivered to the minister on the night of the rehearsal. It is customary that the honorarium for the minister be given to him at this time.

Musicians and the lighting/sound technician will participate in the rehearsal.

VII. PHOTOGRAPHY

The bridal couple should meet with the photographer prior to the wedding to plan the pictures that are to be taken.

The pre-wedding photography session should end at least 30 minutes before the ceremony.

Photographers (professional or amateur) are NOT permitted to take flash pictures during the ceremony. If the balcony is not occupied by guests, photographers using silent equipment, without flash bulbs, may take exposures from the Sanctuary balcony or from the rear of the Chapel.

Pictures may be taken in the aisle before and after the ceremony. From the back third of the room, the photographer may take pictures of the wedding party going down the aisle or coming out.

Photographs MAY NOT be taken from the pulpit platform, choir area or the aisle during the processional of the ceremony. Photographers and videographers are to be unseen, unheard and unnoticed by the worshipers. Unstaffed equipment may be placed discreetly on the platform area at least 30 minutes before the ceremony begins, with prior placement approval of the Wedding Coordinator.

Standing or placing equipment on the pews or other furnishings in a way that would damage them is not permitted.

Family and friends should be notified of these guidelines so that the service is not disrupted.

Please be sure your photographer has a copy of these guidelines. See page 10.

VIII. VIDEOGRAPHY

The bridal couple should meet with the videographer well in advance to determine what they want recorded (e.g. wedding, reception, departure, etc.)

Equipment will need to be set-up no later than one hour prior to the wedding.

Unstaffed video recording from the choir loft may be done in a discreet way so as not to detract from the ceremony.

Videographers are responsible for resolving conflicts with the church sound system. Demonstration of non-conflict must be satisfactory to the lighting/sound technician responsible for sound reinforcement and recording of the service and must occur at least one hour before the ceremony begins. The UBC technician's decision will be final.

Family and friends should be notified of these guidelines too, so that the ceremony will not be disrupted! Please be sure your videographer has a copy of these guidelines. See page 10.

IX. RECEPTIONS (MEMBERS ONLY)

If you plan to have your wedding reception at UBC:

UBC Harris Fellowship Hall will accommodate up to 200 people for a seated reception. When you book your wedding you should also reserve Harris Fellowship Hall if you plan to use it for your reception. Please also review the building use restrictions in Reservations and Facilities on pages 3-4.

Furniture available for a reception includes standard six and eight-foot banquet tables, five-foot round tables and fixed-legged padded chairs. The following may also be used: crystal plates and cups; dessert forks; punch bowl and ladle. A replacement fee for lost or broken items will be charged to the wedding party. UBC table cloths may not be used.

Two UBC paid kitchen employees are required at the rate of \$15.00 per hour for a minimum of 2 hours per employee. (\$60.00 minimum)

If an outside caterer is used, they will be responsible for all off-site preparations and serving details of the reception. They will need to furnish personnel for setting-up equipment and serving the food. The serving area with refrigerator and sink may be used by caterers.

The church custodian on duty will be responsible for heating and/or cooling; trash disposal; vacuuming, and returning the reception area to the original arrangement. He will assist in setting up and/or moving furnishings, but will not assist with decorating for the reception or with removal of decorations.

Decorations may be placed in the reception area only on the day of the wedding unless prior arrangements are made with the UBC Wedding Coordinator. Votive candles or dripless candles may be used. Protective materials must be placed under candelabra. All decorations and equipment (e.g. dishes) must be removed immediately after the reception and no later than 10:00 pm. A late fee of \$100.00 will be assessed for each 15-minute period for receptions lasting past 10:00 pm.

If a sound technician is required, the fee is to be negotiated with the sound tech.

X. MUSIC POLICY

All music for the wedding ceremony should reflect the sacredness of the occasion. Your wedding is a worship service and your music should be in keeping with the reverence that is observed upon entering a church. Only music that is appropriate to the occasion should be used. Lyrics should reflect Biblical truths and Christian principles.

The church accompanists (organist/pianist) may be scheduled to play for your wedding and should be contacted as soon as possible. The Music Ministry Assistant will be happy to assist if needed by providing names of other instrumentalists. Securing accompanists and soloists and paying fees are the responsibility of the bride and groom. Fees for these individuals are set by the musicians and must be paid at the time of the rehearsal.

Fees for the UBC organist and/or UBC pianist are to be negotiated with each musician. This includes rehearsal as well as the wedding ceremony. Fees for other musicians (trumpet players, string groups, etc.) will need to be addressed with those individuals.

XI. WEDDING CHECKLIST & TIMELINE

- Contact UBC Wedding Coordinator for available dates make an appointment to meet with the Wedding Coordinator.
- Submit completed "Wedding Application" (see page 14) and deposit to University Baptist Church.

Three months before the Wedding:

- Schedule premarital counseling (optional) with UBC minister.
- Schedule an appointment with the UBC Wedding Coordinator.

Six weeks before the Wedding:

- Submit all media material to the Wedding Coordinator.

Two weeks before the Wedding:

- Pay balance due to University Baptist Church.
- If desired, arrange with Wedding Coordinator for pulpit furniture to be moved.
- Submit edits/changes to media material to the Wedding Coordinator.
- Submit an order of worship for the ceremony to the Wedding Coordinator.

At the Rehearsal:

- Pay honorarium to officiating minister and musicians (when applicable)

XII. TO THE PHOTOGRAPHER & VIDEOGRAPHER

The wedding policies which concern the work of photographers and videographers at weddings at University Baptist Church are listed below. These requirements must have your cooperation.

1. No flash photography may be taken during the ceremony.
2. The photographer/videographer should not draw attention to himself or herself by taking pictures/video from conspicuous locations during the ceremony. From the back third of the room, he or she may take pictures/video of the wedding party going down the aisle or coming out. Time exposures may be made during the ceremony from the rear of the Sanctuary or Watson Chapel. Pictures/video may be taken in the aisle before and after the ceremony.
3. Photographs/video MAY NOT be taken from the pulpit platform, choir area or the front of the aisle during the processional of the ceremony. Photographers and videographers are to be unseen, unheard and unnoticed by the worshipers. Unstaffed equipment may be placed discreetly on the platform area, at least 30 minutes prior to the ceremony, with prior placement approval of the Wedding Coordinator.
4. Standing or placing equipment on the pews or other furnishings in a way that would damage them is not permitted. The photographer/videographer must bring a protective cloth to protect pews/furniture from such use.
5. It is suggested that you arrange with the bride to take as many pictures as possible prior to the hour of the wedding. The pre-wedding photography session should end at least 30 minutes before the ceremony. If the balcony is not occupied by guests, photographers using silent equipment, without flash bulbs, may take exposures from the Sanctuary balcony.
6. Remember that guests will be waiting for the reception. The photographer and the bride should plan, in advance, the list and order of shots to be made following the ceremony.
7. Smoking or other use of tobacco and/or alcohol products are not permitted in the church buildings or on UBC property.

For the wedding of:

_____ AND _____
 Bride Groom

 Date



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XIII. TO THE FLORIST

The wedding policies which concern the work of florists for weddings at University Baptist Church are listed below. These requirements must have your cooperation.

1. UBC will be open four hours prior to the wedding for delivery of flowers and decorations.
2. Nails, tacks, staples, pins, duct tape, wire or other materials which may permanently deface the building or furnishings may not be used in decorations. Wrapped wire or ribbons may be used to fasten bows or flowers on the pews.
3. Only electric candles may be used.
4. Candles may not be used on the pews.
5. No flowers of any type may be placed on the piano or the organ console. All flowers must be properly placed to prevent water circles, etc. on church furniture. Flower stands are preferred.
6. Choir chairs and greenery on either side of the platform may not be moved. Special decorations used by the church (e.g. Christmas, Easter, etc.) may not be moved, but may be used as part of the wedding decorations.
7. Only dye-fast silk flower petals may be used in the aisle.
8. Two brass table candelabras and two brass floor candelabras (each holding seven electric votives) are available for use.
9. All flowers, decorations and equipment must be removed from the building immediately following the wedding ceremony. The facilities must be left in the same order in which they were found. The bride should instruct the florist if flowers or other decorations are to be donated for use in a worship service at the church.
10. Smoking or other use of tobacco and/or alcohol products are not permitted in the church buildings or on UBC property.

For the wedding of:

_____ AND _____
 Bride Groom

 Date



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XIV. TO THE CATERER

The wedding policies which concern the work of caterers for weddings at University Baptist Church are listed below. These requirements must have your cooperation.

1. UBC members may host their wedding reception in Harris Hall, which will accommodate up to 200 for a seated reception.
2. Furniture available for a reception includes standard six and eight-foot banquet tables, five-foot round tables and fixed-legged padded chairs. The following may also be used: crystal plates and cups; dessert forks; punch bowl and ladle. A replacement fee for lost or broken items will be charged to the wedding party. UBC table cloths may not be used.
3. Outside caterers are responsible for all off-site preparations and serving details of the reception. Caterers will need to furnish personnel for setting-up equipment and serving the food. The serving area with refrigerator and sink may be used by caterers. This area is to be left clean and in the order in which it was found.
4. Only a UBC food service employee may operate the dishwasher and other kitchen equipment. Those employees are to be contracted through the UBC Wedding Coordinator as part of the Bride’s planning.
5. Buildings will be open four hours prior to the wedding.
6. The church custodian on duty will be responsible for heating and/or cooling, trash disposal, vacuuming and returning the reception area to the original arrangement. He will assist in setting up and/or moving furnishings, but will not assist with decorating for the reception or with removal of decorations, food, etc.
7. Alcoholic beverages of any kind are not permitted within the church buildings or on church property.
8. Smoking or other use of tobacco products are not permitted in the church buildings or on UBC property.

For the wedding of:

_____ AND _____
 Bride Groom

Date



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XV. MEDIA POLICIES

University Baptist Church desires to assist you with any on-screen material you would like to include in your wedding in the Sanctuary or your reception in Harris Hall (members only). The following information will assist you in planning to use the screens.

1. All material to be used in your wedding must be submitted to the Wedding Coordinator at least six (6) weeks before the wedding.
2. A second technician is required to run the on-screen material and the charge is \$75 for members (\$100 for non-members). If the tech is requested to run the on-screen material during the rehearsal as well, there will be an additional \$75 fee added for members (\$100 for non-members).
3. Our media equipment can accommodate almost any video format. When the Wedding Coordinator receives your material, she will pass it on to our Multimedia Team to determine if any extra hours are required to format your material and inform you of these charges for your approval.
4. As in the case of your wedding music, all on-screen material must be approved as suitable for a church wedding. If any submitted content is deemed inappropriate, it must be edited and re-submitted to the Wedding Coordinator no later than two weeks prior to the wedding. The UBC Multimedia Team will not edit any material.
5. The screen in Harris Hall is available to use during your reception (members only). A technician is required to be present to run the equipment. The charge for the technician to be present during your reception is \$50. All material must follow the same approval process and be submitted to the Wedding Coordinator at least six (6) weeks before the wedding.



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Wedding Application

DATE OF WEDDING: _____ TIME: _____

DATE OF REHEARSAL: _____ TIME: _____

RECEPTION: _____

Sanctuary Chapel Harris Hall Parlor

Bride's Name _____

Address _____

City _____ ZIP _____

Home Phone _____

Work Phone _____

Cell Phone _____

Email _____

Bride's Parents _____

Parents' Phone(s) _____

Are you or your parents members at UBC? Yes No

Groom's Name _____

Address _____

City _____ ZIP _____

Home Phone _____

Work Phone _____

Cell Phone _____

Email _____

Groom's Parents _____

Parents' Phone(s) _____

Are you or your parents members at UBC? Yes No

Minister _____ Phone _____

Florist _____ Phone _____

Caterer _____ Phone _____

Photographer _____ Phone _____

Videographer _____ Phone _____

UBC Coordinator _____

We have carefully read the UBC Wedding Policies and agree to abide by the guidelines included, and to inform our wedding party and those hired to provide services of the rules and regulations pertaining to weddings at University Baptist Church.

Signature of Bride

Date

Signature of Groom

Date

FOR OFFICE USE ONLY:	
() Deposit Check \$ _____	Date Received _____
() Deposit Cash \$ _____	Date Received _____
By _____	

