

## Smoking/Alcohol/Drugs

We are a SMOKE FREE facility. Also, we do not allow alcohol to be served on church property.

No event will be conducted when there is the presence of, or someone is under the influence of, alcoholic beverages or drugs. We reserve the right to cancel plans or proceedings at any point at which alcohol or drugs become apparent.

**WE STRICTLY ADHERE TO THESE POLICIES.**

## Clean-Up of Facilities

It is your responsibility to remove all decorations after the event is over.

## Supervision of Children

Children must be supervised at all times and not be allowed to roam the building.

## Hart \*Custodial Responsibilities

\*paid (see Fee Schedule)

- Open and close the church for the event at agreed upon times.
- Control heating and cooling.
- Complete stage preparations, including relocating of pulpit furniture, if needed.
- Clean and prepare outside walks and grounds, including snow removal, for any event.
- Provide assistance for proper use of the facilities and location of necessary materials and equipment.
- Provide assistance with clean-up.

Hart Baptist Church is not responsible for items lost, misplaced, damaged, or stolen in the church facilities, parking lots, or grounds.

## Fee Schedule -

### - For Church Members -

- There is no facility-use fee
- Custodial Fee
  - \$100 - Sanctuary Use
  - \*\$100 - Fellowship Hall

\*For occasions and events (other than weddings) the fellowship hall custodial fee may be waived if the **members** using the facility take full responsibility for cleaning the fellowship hall and kitchen. This must be approved prior to the event..
- \$100 - Sound Technician

### - For Non-Members -

- Facility-Use Fees
  - \$100 - Sanctuary
  - \$100 - Fellowship Hall
- \$200 - Refundable damage deposit
  - due at initial counsel session with Pastor.
  - returned within 14 days of event, less any damage expenses.
- Custodial Fee
  - \$100 - Sanctuary
  - \$100 - Fellowship Hall
- \$100 - Sound Technician

Additional expenses (both member and non-member) will be incurred for wedding services provided:

- Honorarium for musicians/vocalists
- any projection equipment or prepared audio visual presentation
- Honorarium for officiating Minister

Note:

- For weddings—payment of all fees and expenses must be made no later than the wedding rehearsal.
- For receptions and events—payment of all fees and expenses must be made no less than seven (7) days prior to the activity.

# Hart Baptist Church

## FACILITIES USE

*Wedding, Reception,  
Parties, Showers,  
and Event,  
Planning Guide*

*Hart*

**BAPTIST CHURCH**

**Hart Baptist Church  
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606.864.9366**

**[www.hartbaptistchurch.org](http://www.hartbaptistchurch.org)**

**email: [hart\\_happenings@windstream.net](mailto:hart_happenings@windstream.net)**

## **FACILITIES USE GUIDE**

Our services and facilities are available to members, and in some circumstances, non-members, and are detailed in the following guidelines. These guidelines have been developed to protect and preserve the church property and its dignity and sanctity. Please make these guidelines available to everyone involved in the planning and conducting of your event.

### **Scheduling the Date**

**All events must be cleared and placed on the church calendar.**

### **Building-Use Deposit**

Any required deposit checks should be made payable to Hart Baptist Church and marked "Event Deposit."

The deposit is refundable up to seven days prior to the event should plans change. See Fee Schedule.

### **Reservation Limitations**

When seeking to make reservations, please keep in mind that there are times when events are not possible.

Events can be scheduled no later than 6:00 p.m. on Saturday.

### **Fellowship Hall/Kitchen**

- Food and beverages are allowed only in the fellowship hall.
- Those responsible for the event are responsible for cleaning and storing all kitchen utensils and equipment used in connection with the event.

## **WEDDINGS -**

### **Application—**

Before a wedding is scheduled, a "Wedding Information Form" **must** be completed. This form can be obtained by contacting the Pastor at the church office.

### **Officiating Minister —**

- Generally, our Pastor will officiate the ceremony.

- Other clergymen from Christian churches, duly ordained, may officiate the ceremony, upon approval by the Pastor.

If you are using another minister, he must be bonded by the state of Kentucky. Also, it is protocol for him to contact our Pastor to introduce himself and receive approval to officiate a wedding in this church.

### **License —**

A marriage license must be obtained from the local county clerk.

### **Photographer—**

It is the responsibility of the couple to make arrangements for photography.

### **Florist —**

It is the responsibility of the couple to arrange with a florist for decorations and to see that the guidelines of the church are followed.

### **Sound/Video —**

Only church-approved technicians are authorized to operate the church audio/visual equipment. See Fee Schedule.

### **Candles —**

Candle wax damage can be a big problem in a wedding. We require the use of "tube candles" to prevent wax dripping onto the carpet. Adequate carpet protection must be provided if a unity candle is used.

- No nails, tacks, or screws shall be put in the walls, furniture, or pews.

- Tape may be used to put up decorations that need to be anchored. However, use only tape that does not adhere in such a manner that it causes damage to paint or other finishes.

- Carpet and church furnishings must be adequately protected from decorating materials.

### **Rice and Birdseed —**

We ask that you use birdseed, not rice, and that it be used only on the outside of the building. Bubbles may only be used outside the building.

### **Music —**

It is the responsibility of the wedding couple to arrange for music. Since music is an important part of a wedding ceremony, it must be presented with the underlying theme of glorifying God. Musical selections must be approved by the Minister of Music.

Should you choose a person(s) not affiliated with this church to play the piano/organ, they must be familiar with the type of equipment we have and have prior approval from our Minister of Music.