

Fort Bend Community Church



WEDDING POLICY & FORMS PACKAGE

Included:

FBCC Wedding Application Form (signature require)

FBCC Wedding Policy

FBCC Wedding Rental Contract (signature & payment require)

FBCC Facility Contact Personnel:

Mr. Reagan Tam, Facility Manager

7707 Highway 6 S.,

Missouri City TX 77459

Office: 281-499-2131 x 231

Fax: 281-499-5503

E-mail: reagent@fbcchome.org

If further information or clarification is needed, individuals should contact Reagan Tam

***In this package, the term "FBCC" refers to Fort Bend Community Church.*

Revised (Date): 4/12/13

By: Lena Yang

Fort Bend Community Church

Wedding Application Form

PLEASE PRINT CLEARLY

Wedding Date: _____ Attendants expected: _____ Date of Application: _____

Groom: _____ Chinese Name (if any): _____ Member of FBCC: ___Y ___N

Address: _____

Phone: (H) (____) _____ (O) (____) _____ (C) (____) _____

Email: _____

Birthday: _____ Date of Conversion: _____ Date of Baptism: _____ By whom: _____

Where: _____ Church attending: _____ (if FBCC) How long: _____

Fellowship: _____ Senior pastor of church attending: _____ Phone: _____

Bride: _____ Chinese Name (if any): _____ Member of FBCC: ___Y ___N

Address: _____

Phone: (H) (____) _____ (O) (____) _____ (C) (____) _____

Email: _____

Birthday: _____ Date of Conversion: _____ Date of Baptism: _____ By whom: _____

Where: _____ Church attending: _____ (if FBCC) How long: _____

Fellowship: _____ Senior pastor of church attending: _____ Phone: _____

Pastor who will perform this wedding: _____ Email: _____

Phone: (H) (____) _____ (O) (____) _____ (C) (____) _____

Wedding Coordinator/Wedding representative: _____ Email: _____

Phone: (H) (____) _____ (O) (____) _____ (C) (____) _____

Schedule:

Rehearsal Date: _____ Time: _____ to _____

Rooms: () Bldg. 1, Gym () Bldg. II, Chapel () Bldg. I, Fellowship Hall () Other rooms: _____

Wedding Date: _____ Wedding Time: _____ to _____

Rooms: () Bldg. 1, Gym () Bldg. II, Chapel () Bldg. I, Fellowship Hall () Other rooms: _____

Dressing rooms: _____

Sign: _____ Date: _____

General Share/Facility/Wedding/Wedding Application Form

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Wedding Policy

We are honored that you are considering FBCC as the location for your wedding ceremony. We will do everything we can to see that your wedding and wedding rehearsal go as smoothly as possible. To help you prepare for the big day, we've put together this wedding policy, which explains the FBCC's requirements and guidelines. These guidelines equally apply to Bride and Groom and all their wedding attendees.

Getting Married at FBCC

FBCC is committed to assisting couples get off to a good start in marriage, by helping them establish a good, God-honoring foundation. For this reason, if you are interested in being married at FBCC, the following requirements must be met:

- Either the Bride or Groom, must be a FBCC member 6 months prior to the wedding date* to qualified for the 50% discount (applies to facility usage only).
- Both the Bride and Groom must have established a personal relationship with Jesus Christ and be open to biblical principles for guiding their marriage. This is the foundation for pre-marriage counseling and for a successful marriage.
- All pre-marriage counseling sessions must be completed prior to the wedding.

* Status at time of wedding request

Scheduling Your Wedding Date

Step One: Contact the FBCC office at (281) 499-2131 to find out which dates the church building is available for your wedding, and to obtain a Wedding Application.

Step Two: Contact the FBCC pastor who will be officiating your ceremony to find out if he is available for your chosen date. If you have a non-FBCC pastor that you would like to have marry you, this person must be approved by the Senior Pastor.

Step Three: Complete the Wedding Application Form and submit it to the church office for approval.

Step Four: Upon approval of your Wedding Application, your Wedding and Rehearsal will be scheduled on the church calendar upon receipt of your completed **Wedding Rental Contract and refundable \$250 damage deposit.**

Note: Your wedding date on the church calendar will be considered tentative until:

- the Wedding Rental Contract and deposit have been received
- a FBCC pastor has committed to officiating the wedding ceremony OR a pastor from another church has been approved by the Senior Pastor
- All scheduling is subject to availability of facilities as determined by the church calendar. Wedding events can **be scheduled no less than 6 months** in advance and *FBCC has the right to reschedule any event due to unavoidable scheduling conflict.*
- Based on the Bible guidance, we do not accept underage and homosexual applicant.

Step Five: As soon as your wedding date is finalized, you must contact your Officiating Pastor to schedule the pre-marriage counseling sessions which must be completed prior to your wedding.

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Step Six: About six weeks before your wedding date, please contact your assigned FBCC event coordinator to finalize your wedding issues except pastoral duties of the wedding.

NOTE: A FBCC event coordinator assigned by the church must be used for all weddings performed at FBCC.

Schedule of Fees

***Wedding Rental Fee:**

Rehearsal (2 hrs) & Wedding Ceremony (4 hrs) \$ 1000.00
The wedding rental fee of \$1000 (\$500 for FBCC members) includes Chapel or Gym usage, custodial services and maintenance fees.

See below for more fees not included in the wedding fee schedule:

Other Rental Fee:

Fellowship Hall or Youth Center per event \$ 150.00/hr
Senior Center or A126-129 \$ 100.00/hr
Each single room classroom \$ 25.00/hr/rm

****Mandatory Fee (required for all wedding event):**

FBCC event coordinator \$ 150/event
Additional charges require if more time needed (\$20/ additional hour)
Security officer \$ 20.00/hr
*1 officer required for up to 300 people
2 officers required for up to 600 people
4 hr minimum*
Sound Technician \$ 50.00/hr
Video recording/Presentation Graphics Not available

Honorarium for the officiating pastor: The couple should handle this directly with the pastor.

**Due to hardship, a discounted amount may be applied upon approval by the church council/pastoral leaders.*

** These services will not be discounted.

The event coordinator will schedule sound technician service and security service **thirty (30) calendar days prior to event date.**

All fees listed above are to be paid to the event coordinator not earlier than six (6) months but at least **two (2) months** prior to the rehearsal. Church door will remain locked until payment paid in full **thirty (30) calendar days prior to wedding day.**

Any time spent over the pre-agreed rehearsal & wedding time frame will be subject to additional facility charges. Therefore, **all excess or final balance must be paid within five (5) business days after the wedding date.**

*Payment of fees or donations for use of our facilities may be paid in cash or by check. If a check is used, it shall be made out to **Fort Bend Community Church.***

Damage deposit: A \$250 refundable damage deposit is required to hold the wedding date on the church calendar.

It is the responsibility of the wedding couple to restore FBCC facility / equipment / wedding candelabras etc. to its condition prior to rental. If not restore to prior condition, the damage deposit will not be returned. Any destruction of property will void your deposit. The wedding couple will be responsible for any damages that exceed the damage deposit amount.

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Wedding Postponed or Cancelled: In such event and notice is given at least **30 days** prior to scheduled date, FBCC will issue a full refund. The refund will be mailed within **30 days** of cancellation notice. If FBCC cancels the wedding due to an unforeseen occurrence beyond its control, FBCC will refund all payment received except for security services if it will be too late to cancel the security services. FBCC cannot be held responsible for any damages caused by the cancellation.

FBCC reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate. Please make sure all wedding signers understand their responsibility to read, understand, become familiar with, and comply with the standards that have been established in this package.

Refundable Damage Deposit: mailed within **30 days** or upon completion of damage assessment and receipt if all outstanding payment.

FBCC Facility and Seating Capacity

The following facilities with seating capacity are available providing the wedding couple comply with the FBCC Wedding Policy:

Facility	*Seating Capacity
Gym	700
Fellowship Hall	125
Chapel	225
Youth Center	150
Senior Center	80

*The capacity of the facility is finite and local codes limit the number of people and vehicles here at any given time. This policy recognizes that fact.

Wedding Date:

We will make every effort to schedule your wedding on the date that you desire. However, because of our heavy schedule, this may not be possible, and we suggest that you have several dates in mind.

1. You may secure your wedding date up to six months in advance.
2. A wedding can be scheduled for no later than 6:00pm, and the church must be vacated completely by 9:00pm. The time limit for the use of the building for the wedding is four (4) hours. This time includes decoration set up and pictures.
3. No more than one wedding will be scheduled on a given day.
4. No weddings will be scheduled on Sunday, holidays, church council meetings or during church-wide events and programs that would interfere with the church ministry.
5. Scheduled Church activities generally cannot be changed to accommodate weddings.
6. Regular Sunday activities will take precedence over all other requests for the use of the facility on that day as well as preparations on Saturdays for all Sunday activities. During the week FBCC program activities will take precedence over all other requests.
7. Requests will be honored on a first-come, first-serve basis as recorded on the church calendar.

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8. Requests for use of the facilities and/or equipment are to be processed through FBCC event coordinator.
9. Member of the wedding party must conduct themselves, at all time, in a manner in keeping with a place of worship. Refrain from use of irreverent language and discourteous actions.

Wedding Set-up & Clean-up:

The church will be available to begin decorating at 10:00 a.m. on the day of the wedding rehearsal as long as there are no other events scheduled during that time period. Earlier arrangements may result in a set-up fee. As you are decorating, please keep in mind that you **may not move anything** within the church without prior permission (stage equipment, chairs, hall decorations/furniture, etc.) from the FBCC event coordinator. There will be NO moving of pianos, organs and drums sets. You can continue decorating after your wedding rehearsal.

Our worship center has been designed as a beautiful space, appropriate for any service of Christian Worship. When planning decorations, please observe the following:

1. Additional decorations should be designed to enhance the beauty of the chapel/gym.
2. During special celebration or promotional times, the chapel/Gym may be decorated for these occasions. It needs to be understood that these will be visible at the wedding.
3. All decorations used for wedding must be flameproof and shall not be attached to fixed portions of the facilities. FBCC facility may not be permanently decorated using any signs, symbols, etc., except as specifically approved by FBCC event coordinator (no tacks, glue, nails or pin of any kind allowed).
4. Candles are not permitted unless for ceremonial use. If used, lit candles must be “dripless” and must NOT be placed on the keyboard or sound system. Lit candles must be placed on a plate or in a holder.
5. The furnishings, floors, and carpets must be fully protected at all times from moisture and candle wax. Please do not plan to use aisle runners for safety reasons. You will be responsible for any damage and may be responsible for professional cleaning should it be necessary. No temporary structure may be built inside or outside the facility without written approval of the church Facility Team.
6. The communion table may not be used for any purpose other than its primary symbolic function.
7. All couples married at FBCC agree to cooperate with FBCC event coordinator to ensure that the church can be properly cleaned before the next scheduled program.
8. All facilities are to be left in the same condition and set-up arrangement in which they were found. All decorations, staging, and equipment must be broken down and removed immediately following event. Wedding groups will be responsible for leaving the facilities in a condition that is comfortable for the next using group. For example, all furniture and equipment must be returned in its customary position.
9. Please know that when you reserve an area of the church for your wedding or reception, only those areas are reserved. Other events or activities may be going on anywhere on the church campus. We will do our best to make sure there are no interruptions to your ceremony or reception.
10. The wedding party agrees to clean up any birdseed thrown on the property.
11. Building use hours are **7 a.m. to 10 p.m.** Evening events will be concluded and the building closed by 10 p.m., unless special arrangements have been made.
12. The wedding reserved facilities will be opened thirty minutes prior to the scheduled rehearsal and three hours prior to the wedding.
13. No pets or animals are allowed on FBCC facility except for seeing-eye dog (Prior approval from FBCC event coordinator is required).

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If wedding couple has any concern, please consult FBCC event coordinator.

Flowers, candles and other wedding equipments

FLOWERS:

Flowers used must be in clean, rust free, leak proof containers. Any plant already located in the church must not be moved or relocated without permission from the event coordinator. All floral equipment must be removed from the building immediately following the wedding and reception. Protective material must be used under all flower arrangements to protect carpets and furniture. The flower girl may throw only silk flower petals. Real petals often get ground into the carpet and can cause stains.

No rice, confetti, or birdseed can be used at FBCC wedding. We suggest that bubbles be used. Please do not blow bubbles inside the church.

If you wish to **leave** your wedding flowers for use in our worship services, please notify FBCC event coordinator when your wedding is scheduled. If you wish to **keep** any flowers or decoration used in the wedding, please make arrangement for a member of the wedding party to collect them.

CANDLES:

Only church approved **candles** are to be used during the wedding ceremony. Free-standing candle holders must use "Paradise" non-drip candle shafts. (The carpeting must be fully protected.)

WEDDING EQUIPMENTS:

All **FBCC wedding property** such as candelabras, wedding arch, battery-operated candles, kneeling benches and flower pedestals should be handled with care to ensure safety and proper handling. None of these church properties should be removed from the church premises.

WEDDING DECORS:

When decorating FBCC facility **UNDER NO CONDITION** shall decorations be attached to the pews or other furniture/fixture/facility by nails, thumbtacks, staples, adhesives, pins, or anything that will mar woodwork, carpet or fabric (pew chairs). Only Gaffer tape may be used to secure cords to carpet.

WEDDING DELIVERIES:

FBCC event coordinator must be advised of any scheduled deliveries made to the church before the wedding (i.e. flowers, candelabras, etc.). All deliveries must be arranged during regular church office business hours. FBCC will not be responsible for items delivered.

Church Bulletin Announcements

Many times the family wishes to have the bride and groom or other family member honored in the bulletin on Sunday. The FBCC officiating pastor can provide you with further information and the appropriate contact.

Food

Alcoholic beverages, liquors, or other non-physician-prescribed drugs will not be permitted on church property at any time. If evidence of alcoholic beverages is found during the time you are renting the facility or afterwards during cleanup, the return of your damage deposit will be forfeited.

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Rehearsal dinner and reception may not be held at the church. Request for its use must be made and approved at the time of rental. *The rehearsal dinner/reception facility and kitchen facility is not included in the rental.*

NO FOOD OR BEVERAGES in the **chapel and all carpeted facilities**. Any damage, cleaning or replacement costs due to food or beverage will be the bride and groom's responsibility.

Bride/Groom: Please be mindful of food in the sanctuary...let those attending your event know that there is NO food or drink allowed!

Smoking will not be permitted on church property at any time. All Fire and Safety ordinances as laid down by the City of Missouri City must be observed in order to use any part of the FBCC facility.

AV Operator/Sound Technician/Sound Equipments

There will be additional charges for the use and operation of any audio or visual equipment owned by the church. Use of such equipment is allowed ONLY if request is made at the time of rental and a trained AV operator from our AV team is available to operate it. The event coordinator will make all necessary arrangements.

All equipment being brought in for use must be approved by the Media Deacon/facility Manager.

At no time shall equipment other than those covered by prior approval be used. For example, the church office and all equipments like church computers, copiers, overhead/video projectors will be off limit to external event usage.

Music

A church wedding is a service of worship and any music used must be suitable for church services. Please check with the officiating pastor for the selection of appropriate music. FBCC does not provide musicians for weddings.

Rehearsal

Unless special approval is given, a rehearsal with the officiating pastor is required for every wedding. The rehearsal will be the night prior to the wedding unless special arrangements are made.

The rehearsal should not take more than two (2) hours. The officiating pastor should be present for the rehearsal.

Dressing rooms

A bride's room is available for the bride and her attendants prior to the start of the wedding. The groom and his attendants may choose to use a classroom near the worship center when dressing for the wedding. These rooms cannot be guaranteed to be secure at all times. Any personal items, including money, are the owner's responsibility. Please do not use any other rooms for dressing without permission from the FBCC event coordinator. **The church can assume no responsibility for clothing or other articles brought to or left at the church.**

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FBCC Non-Wedding Party Staff

The FBCC event coordinator is required to be present to open the building prior to the rehearsal and wedding, turn on heating or air conditioning, coordinate in the setup and making sure the returning of church equipment to its proper storage or place of use, turn off all lights and see that the building is securely locked. This charge is showed on the Schedule of Fees.

FBCC event coordinator is happy to work with outside wedding consultant.

Please allow FBCC event coordinator to handle all details of planning your wedding as far as the church facilities usage, payments and reservation are concerned. Please do not call the church office to ask questions or speak to other staff regarding wedding issues.

Photographers

Photographs may be taken before, during, and/or after the wedding ceremony. Additional charges will be incurred for overtime facility usage. *The time limit for the use of the building for the wedding is four (4) hours.*

Wedding Security and Liability

The church is not responsible for the security of personal items left unattended in the building. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from the wedding group activities. Wedding parties shall be held responsible for all loss or damage to church property during periods when they are using the facilities. Any personal or group property left on the church premises shall be at your own risk.

Please assign a person/team responsible for the securing of personal valuables.

We also require security service for your wedding which will be provided by a 3rd party source.

It is the responsibility of the wedding couple and their families to see that any equipment not belonging to FBCC is removed promptly after the wedding or reception. And all areas used for the wedding returned to their normal condition. Wedding couple must provide the name and telephone number of a contact person who will be responsible for seeing that these items are removed from the church. This person will also be responsible for any lost and found items to be picked up at the church. **FBCC assumes no responsibility for any property left on the premises before, during and after the wedding.**

Damage Assessment

Damage to church property caused by the renter, any contractor, or employee of the renter, or any person attending the event for which the church was rented, will be charged to the renter.

Any infraction of this agreement may result in loss of security deposit, denial of further use of the church premises, and/or cancellation of this contract.

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Wedding Rental Contract

Please complete this form and submit it to the church office via mail or bring it to the church office during regular business hours (Monday through Friday, 8:00 A.M. – 4:00 P.M or Sunday, 9:30 A.M. – 3:00 P.M.). This contract must be submitted within two weeks of receipt.

Fees:

The wedding rental fee of \$1000 (\$500 for FBCC members) includes Chapel **or** Gym usage ONLY. This fee does not include honorarium for the officiating pastor, FBCC event coordinator, security service, additional rooms needed, and Sound Technician.

Liability Waiver

I/We have read and agree to abide by the terms and conditions of this agreement including any supplementary agreement(s) attached hereto:

- to keep and maintain the church property and good name in the condition as found
- to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person(s) to enter or use church property
- to remove any property brought into the church when the rental period is over
- to be responsible for damage to church property caused by the renter, any contractor, or employee of the renter, or any person attending the event for which the church was rented, will be charged to the renter
- to protect, indemnify, and hold harmless FBCC from any and all loss, costs, damage or expense, arising from our use of the premises or from any accident or other occurrence on or about the premises causing injury to any person or property indemnify and hold harmless Fort Bend Community Church and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guest, employees, and agents pursuant to this application.
- to protect, indemnify, and hold harmless FBCC from any and all claims, costs, or expenses arising from any failure of borrower in any respect to comply with and perform all requirements and provisions agreed to and outlined in the FBCC Wedding Policy, and required by law or ordinance, during the period of occupation

By signing this contract, we agree to the terms and conditions listed in this contract, as well as the church's Wedding Policy.

A non-refundable deposit of \$250 is enclosed, check number _____. The balance will be paid by _____.

Balance due **60** calendar days prior to wedding rehearsal, additional incurred balance will be settled within **5** business days after the event date

Any infraction of this agreement may result in loss of the damage deposit, denial of further use of the church premises, and/or cancellation of this contract.

Make all checks payable to: **Fort Bend Community Church** and write "**Wedding Rental Deposit**" on the memo area.

Note: Copy to be given to applicant after approval. Original application to be retained in the church files.

FOR OFFICE USE ONLY

Approved: Yes No Date of Approval: _____ by _____

\$250 Damage Deposit Rec'd (date) _____ Check # _____ Received by: _____

Security/FBCC Event Coord. Pymt Rec'd (date) _____ Check # _____ Received by: _____

Rental Payment Rec'd (date) _____ Check # _____ Received by: _____

BRIDES'S SIGNATURE _____ **GROOM'S SIGNATURE** _____

TODAY'S DATE: ____/____/____

REHEARSAL: Date: ____/____/____ Time: _____ to Time: _____

WEDDING: Date: ____/____/____ Time: _____ to Time: _____

General Share/Facility/Wedding/Wedding Rental Contract.doc