

WEDDING POLICY IN TFBC FACILITIES FOR TFBC MEMBERS

It is not intended for non-members to use TFBC (Trenton First Baptist Church) facilities for weddings. Members may host weddings for non-members as long as the sponsoring member accepts all responsibility for oversight. For non-member weddings there will be increased deposit and fees charged to cover utilities and use of facilities. These charges will be determined when the request is reviewed and prior to approval by the BPLT (Building/Property Leadership Team).

The party will be expected to abide by all rules attached to the request form. These rules are also available on the church website. The rules are to be kept by the requester when the request is submitted to TFBC BPLT. The sponsoring church member as entered on the request will be the primary contact with BPLT and will be responsible for the party abiding by the rules. The sponsoring member is expected to be present during all activities.

The maximum time allowed for preparation and ceremony is over a 2 day period. Normal day 1 access to church is 8:00am – 9:00pm for decorating and rehearsal, with day 2 access being 8:00am – 10:00pm for decorating, ceremony, reception, and cleanup. Additional access may be granted if requested of BPLT, and the BPLT is satisfied with supervision arrangements.

A \$100 deposit check made out to TFBC is required at the church at least one week prior to the first date requested. \$100 will be used to cover minimal damage that may occur or any additional cleaning costs. The return of the deposit should be available on Sunday following the first Thursday after the last day of use.

Party will have access to Gym, Conference room, Kitchen, Sanctuary, Baptismal dressing area, Greeters area, and (AO) children's class room plus restroom. Other areas will be off limits and will be locked as possible.

TFBC tables and chairs are available for use.

In Sanctuary, chairs and pulpit may be removed from stage, but must be replaced as soon as possible after completion of ceremony and photos. The keyboards and drums are not to be moved. The other instruments are to be removed only by orchestra members and must be requested two weeks before first day of use.

The Associate Pastor must approve any music to be played in ceremony and at reception. Any use of TFBC media equipment must be performed by a TFBC media team member and must be scheduled through the same Associate Pastor. There will be a \$50.00 charge to be paid directly to the media team member.

The sponsoring church member will coordinate cleanup. Either by hiring “Let it Shine” to perform the cleaning or by having his own crew cleanup all areas listed above including restrooms in Gym, Greeters area, Foyer, and the one used in the Educational Building. If the wedding party provides a cleanup crew and additional cleaning is required, the cost will be deducted from the deposit check.

The TFBC facilities must be ready for worship use before any cleanup crew leaves the church. Normal Sunday morning activities include Sunday School starting at 8:30am with Worship from 9:30am - 12:00pm. The kitchen is scheduled for use at 5:00am – 8:30am on the first Sunday of each month for preparation of Brotherhood breakfast.