

TRINITY BAPTIST CHURCH

WEDDING POLICY

WEDDING POLICIES AND GUIDELINES OF TRINITY BAPTIST CHURCH

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Congratulations!

Congratulations on your upcoming wedding! Thank you for considering Trinity Baptist Church as a part of your special day. We are committed to helping you prepare for your upcoming marriage.

Inside this packet, you will find answers to your questions about hosting a wedding at Trinity Baptist Church. We have also included a few policies that will allow us to best serve you. Please contact us if you have any questions. We look forward to sharing this exciting time with you.

"I found the one my heart loves." Song of Solomon 3:4

SCHEDULING OF WEDDINGS

Any inquiry for use of the TBC facilities for a wedding must read the below policies and fill out a Wedding Request Form no less than one month prior to the wedding date. The Wedding Request Form is located digitally at www.trinityukon.com. Hard copies will be available upon request. The TBC administrative staff will respond to the request no more than one week after the request has been made. All official church related activities will take priority over all other requests. After a TBC administrator has responded with approved date availability, a down payment of \$500 will be required to secure the date. The remaining balance will be due 30 days before the wedding. A Trinity administrator will remain in contact with you leading up to the wedding date.

WEDDING COSTS

The cost of \$1,500 for the use of Trinity Baptist Church facilities for your wedding includes:

- Audio Engineer Services
 - Church Coordinator Services
 - Facility Manager Services
 - Cleaning
 - One hour rehearsal
 - Four hours the day of the wedding
- (Including ceremony, set-up and takedown)*

The total cost is due 30 days prior to the wedding.

A \$500 deposit is required to hold the wedding date. This will be the damage deposit if you choose to keep your date. Otherwise, it will be forfeited. This will be reimbursed to you, minus any damages, the following day after the wedding date.

There will be a \$300 per hour charge for each additional hour of facility use not reserved in advance. This fee will come out of the damage deposit if the facility is not vacated in the allotted time. There is a \$200 per hour fee for additional hours arranged in advance. This can be requested through your Wedding Facilitator when scheduling your wedding date.

CEREMONY VENUE

Main Auditorium - *Maximum Seating 800 (Balcony Seating includes an additional 400 seats)*

Student Auditorium - *Maximum Seating 300*

There are rooms available for dressing at no additional cost. Please make your request to the TBC representative 2 weeks prior to the wedding date.

RECEPTION VENUE

Receptions may be held immediately following the wedding ceremony in the Activities Room or Student Commons. The reception must not exceed the four hours included in the wedding package price. There is a \$200 per hour fee for additional hours arranged in advance. At this time, only refreshments and light foods/dessert may be served. No meals may be prepared or served on the Trinity campus. Any tables or chairs needed must be requested 2 weeks in advance.

ADDITIONAL INFORMATION

PREMARITAL COUNSELING

We believe God has a wonderful plan for your life and for your marriage! As you consider the sacred covenant of marriage, we want to make the preparation experience a positive and rewarding one for you. One of the greatest ways to prepare is to participate in an in-depth premarital counseling program.

If you are interested in being married at the Trinity Baptist Church, you must complete a premarital program. If you are interested in the premarital process at Trinity Baptist Church, please call (405) 354-4839 or e-mail info@trinityyukon.com.

If premarital counseling is completed outside of Trinity Baptist Church, counseling must be Scripture-based, and a minimum of 6 hours completed. A record of who facilitated the counseling and the subjects covered will need to be submitted on a "Verification of Completion" letter to the church offices by the premarital counselors prior to the wedding for approval. This will be accepted at Trinity Baptist Church's discretion.

AUDIO ENGINEER

An Audio Engineer is required to support your wedding ceremony and will be provided by Trinity Baptist Church. This fee is covered in the rental expense. The church sound system will not be available to any outside company.

CHURCH COORDINATOR

A Church Coordinator will be provided for you. This fee is covered in the rental expense. The Church Coordinator will direct the wedding rehearsal and wedding ceremony and help execute the timeline on behalf of the Church. They will ensure the policies and standards of Trinity Baptist Church are met and carried out throughout your entire event.

They will not be available for coordinating photographers, florists, or any of the vendors. They will not be available for setup or takedown. You may also provide your own Wedding Coordinator if desired, however, the Church Coordinator will be present and direct the proceedings in accordance with Trinity's wedding policies.

FACILITY MANAGER

A Facility Manager is required to support your wedding ceremony and rehearsal. This fee is covered in the rental expense. The Facility Manager will maintain the facility during your event. They will not be available for setup or takedown of personal belongings.

HONORARIUMS

We recommend honorariums for the pastor to begin at a minimum of \$200 and should be given to your officiant on the day of the wedding.

WEDDING POLICIES

As stated in the Bible and in accordance with Trinity Baptist Church beliefs, weddings take place between one man, born a man, and one woman, born a woman. For more information, please see the Trinity Baptist Church bylaws.

To be married in the Chapel, either the bride or groom must be active members of Trinity Baptist Church.

Trinity Baptist Church cannot host weddings on the following weekends: Easter, Thanksgiving, Christmas, and New Year's Day. Trinity Baptist Church reserves the right to block out other dates as necessary when church events are added to the calendar.

You may personally deliver these required forms to the church office or complete them online at www.trinityyukon.com

WEDDING REQUEST FORM

- Trinity Baptist Church reserves the right to cancel or terminate any wedding before or during the event if the event is not conducted in accordance with the wedding policies.
- Weddings will be hosted on Monday-Friday 10am-7pm and Saturday 10am-5pm. Sunday weddings will not be hosted. A fee will be charged for each additional hour the facility is occupied past the allotted time (*see pricing for fees*). This fee will be deducted from the damage deposit.
- Christian guest ministers may perform weddings with prior approval from Trinity Baptist Church. Ministerial credentials must be submitted to the Wedding Facilitator no later than 30 days prior to the wedding.
- The repair or replacement cost for any items missing or damaged beyond normal wear and tear will be deducted from the damage deposit. Any damage amount not covered by the deposit will be the responsibility of the contract holder.
- Trinity Baptist Church is not responsible for any injuries caused to anyone while on the property.

- Alcoholic beverages and smoking are not permitted on the premises. Trinity Baptist Church reserves the right to check bags, boxes or coolers that may contain such items.
- Food and drink brought on-site must be approved by the Wedding Facilitator 3 days prior to the wedding.
- The wedding music form must be submitted for approval to the Wedding Facilitator 30 days prior to the wedding.
- Although dancing in and of itself is not wrong, we simply cannot and choose not to be the monitor for dancing that may become inappropriate. Therefore, we will not allow dancing at any wedding events.

FURNITURE/ EQUIPMENT

- All outside rentals and decorations must be delivered and removed on the day of the wedding within the allotted time. All rented items must be set up and taken down by you or your vendors. Trinity Baptist Church reserves the right to dispose of any item left past the allotted time for any reason.

DECORATING AND FLOOR PLANS

- Decoration or signage must be free standing or secured with coated wire, string or painters' tape. Nails, screws, push pins, metal hooks, damaging adhesive, etc. are prohibited. Decorations must be approved by the Wedding Facilitator 30 days prior to the wedding. Trinity Baptist Church cannot provide any of the following: tools, ladders, tape, or decorations.
- No one will be permitted to alter or move any of the existing items on the stage.
- All candles must be dripleless and enclosed in glass. If you have floating candles, water may only be at or below one inch from the top of the glass.
- Sparklers and bubbles are allowed outside the buildings only. A waste receptacle must be provided for used sparklers. Items used for tossing such as rice, glitter, confetti, petals (*real or fake*), or like materials are not allowed on the premises.
- Flower girls may carry a basket of artificial flowers. However, real flowers are not permitted inside the church building.

CANCELLATION POLICY

- All cancellations must be made in writing by the contract holder, signed and addressed, to the Wedding Facilitator. If the contract holder cancels the event after making the reservation, the security deposit is forfeited.
- If the contract holder cancels the event less than 30 days prior to the event, all fees paid will be forfeited.

CHANGE OF RESERVATION DATE

- A one-time reservation date change is acceptable up to 5 months prior to the event date. Any further date changes will be treated as a cancellation.
- Modifications or changes to the contract can only be made by the contract holder and must be made in writing.

PARKING AND GROUNDS

- There is ample free parking provided for guests as well as designated accessible parking.
- Trinity Baptist Church is not responsible for any lost, stolen, or damaged property. Please lock all of your valuables in your vehicle out of sight.
- Vehicles should be removed by the end of the event and should not be left overnight.
- Driveways, corridors, and emergency exits cannot be blocked and must be accessible at all times.
- Childcare for the participants of the event will not be the responsibility of Trinity Baptist Church. Children will not be allowed to run unsupervised in the facilities.

SUMMARY

Believing that marriage is one of the most important life decisions two believers will make, Trinity encourages the use of our facilities for wedding ceremonies.