

# Wedding Application – Non EBC Attendee

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## - Wedding Application Form -

### *Church Use Guidelines and Policies*

(Revised 11-02-15)

Believing that marriage is ordained by God and is symbolic of the union of Christ and the Church, His Bride, we at Emmanuel Bible Church are willing to be of service to those interested in using the church facilities. We have written the following guidelines and policies to inform you of our position for the use of our church facilities for weddings. Reservations for any use of our church facilities are made on a “first come--first served” basis. If, after reading this document, you qualify to use the church facilities and agree to abide by these guidelines, you must fill out the church use request form below, and return it to the church office. After the request has been reviewed, you will be notified of the confirmation along with the name of the church use coordinator that will serve you throughout your use of the EBC facilities.

Church members and attendees have priority status in reserving church facilities up to six months before an event is to occur. A non-member who is sponsored by a member and is planning a wedding can get on a waiting list before that time but must wait for confirmation of his/her use of the facility six months before using it. Churches and other unaffiliated outside groups cannot reserve more than four months in advance. All reservations must be made through the church office.

*(History: Women’s Ministries Minutes of 1-06-06; Also May 8th Church Board Mtg.; CB 12-37)*

Because of the high view of marriage in the Scriptures, EBC requires that couples married in these facilities must meet the scriptural qualifications for marriage. Marriage is more than a contractual relationship between two people. The Scriptures clearly state that God instituted marriage as a covenantal relationship between one man and one woman with God as witness (Gen 2:18-25) and they are to maintain that standard to the exclusion of other relationships society might promote as equivalent. Because the Scriptures also clearly state that a believer should not be united with an unbeliever in marriage (2 Corinthians 6:14), the use of the church sanctuary for a wedding will not be granted when one party has a clear testimony of personal redeeming faith in Jesus Christ and the other does not.

Because the facilities and all other assets at EBC are here in the providence of God through the sacrificial offerings of those who gave to provide a place for group worship of the living God who is revealed in the Bible, these facilities have been dedicated to that purpose. Though the facilities are generally not open for public use, as we are able, we make them available to non-members as a witness to our faith.

*(History: CB 15-58)*

The use of facilities and other assets of EBC will not be permitted to persons or groups that promote or advocate beliefs that conflict with the church’s faith or moral teachings, as summarized in the EBC Constitution, position statements, and as interpreted from Scripture by the Elders in their sole discretion.

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To allow the use of the facilities or assets for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a serious violation of the faith and obedience of the church to the God we worship. It would also confuse or dilute the consistent message of the church to the community. Any attendee or outsider observing a use contrary to the teaching and practice of the church might reasonably perceive that permitting the use of our facilities by those not in agreement with us, signals the church's agreement with beliefs and practices contrary to those held by EBC.

With an exception for burial in the Pratum Cemetery, this policy applies to all EBC facilities regardless of whether or not they are connected directly to the sanctuary, because all the facilities are dedicated to the glory of God and to His worship. *(History: CB 15-58)*

Any non-member attendee, outside individual, or group requesting use of EBC facilities must have a member of EBC to sponsor them. *(History: CB 15-58)*

All persons or groups requesting to use EBC facilities must affirm that their planned usage of the facilities is consistent with EBC's faith and practice. *(History: CB 15-58)*

Church use will not be permitted for those couples who have cohabited together prior to marriage. Recognizing that formal marriage in such circumstances is desirable, such couples may be married in a private ceremony by a pastor at his discretion. The final decision rests with the Church Elder Board.

For couples where one or both has been divorced the circumstances will be considered in light of Scriptural standards in a meeting with the pastor. The final approval must be given by the Church Elder Board.

All couples seeking to be married at Emmanuel Bible Church are required to participate in pre-marital counseling with a member of the pastoral staff of EBC or another minister chosen by the couple to preside at the wedding. Arrangements for pre-marital counseling must be made by the couple.

The couple will be responsible to secure their marriage license from the Marion County Clerk's office at Room 110, 100 High Street N.E., Salem, Oregon. The following website will give you more information regarding your license: <http://www.marioncountyclerk.org/index.cfm?Pg=MarriageLicenses>.

Two witnesses must be present for the ceremony and sign the wedding certificate. The valid license is to be presented to the officiating minister at the time of the wedding rehearsal.

The Church Use Coordinator will contact you a minimum of two months prior to the wedding, if you wish to make arrangements before then, it is your responsibility to contact the Church Use Coordinator. **The Coordinator is responsible for securing a sound technician, and janitor, unlocking and locking the facilities, providing information and direction for facility use, assisting with maintenance issues should they arise, and assuring all gratuities to the janitor, sound technician, coordinator and other optional gratuities that apply, are paid two weeks prior to the wedding.** They will also assist with ceremony details, etc. at rehearsal and the wedding.

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## ***Facility Use Information:***

- The church sound and projection system\* may be used for the wedding, but it must be operated by one of the church's sound technicians.
- The throwing of rice, bird seed, or confetti on church property is prohibited. All decorations must be removed by the wedding party, and tables and chairs and other furniture returned to the condition in which it was before the wedding.
- Dancing, alcohol or tobacco will not be permitted on the church premises at any time.
- Any damages incurred or any items lost or stolen during the use of the church facilities are the responsibility of the persons using the services or facilities. Complete replacement costs are to be repaid to the church.
- Marion County Fire Regulations prohibit the use of candles or other forms of open flame, except in fixed holders located away from occupants using the area. Candelabras shall be high enough that clothing cannot come in contact with the flames. Hand-held candles are specifically prohibited.
- Only the sanctuary, rest rooms, and dressing rooms may be used. Use of other rooms and utensils in the church facility is prohibited, including the kitchen and reception/fellowship hall.
- Two hours can be scheduled for rehearsal time at a date prior to the wedding. Four to six hours are allotted for your use of the facility on your wedding day, which includes final decoration needs, dressing, photos, ceremony, and teardown/cleanup. Any exceptions to these times plus times for the rehearsal dinner, photos, ceremony, and reception (if at EBC) must be approved by the EBC Office Manager and the Church Use Coordinator (coordinator needs to be present at all times). ALL CHURCH USE TIMES MUST BE COMMUNICATED TO THE CHURCH OFFICE.
- The wedding ceremony and/or reception must conclude by 9:00 pm on Friday and 8:00 pm on Saturday in order to allow time for the janitor to clean the facility.

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### **Deposit and Compensation Fees:**

- A non-refundable \$500.00 deposit made out to Emmanuel Bible Church is required at the time you turn in your church request form but will not be deposited until your application is approved. The remaining balance of \$300.00, plus compensation fees, are due 2 weeks prior to the wedding.
- The following compensation fees are subject to change at the discretion of the church leadership.

#### **{ Compensation Fees for Non-EBC Attendee**

Wedding Deposit (required at time of church request directly to EBC)	\$500
Sanctuary (2 weeks before the wedding directly to EBC)	\$300
Church Use Coordinator (2 weeks before wedding directly to coordinator)	\$100
Sound Technician (2 weeks before wedding directly to sound technician)	\$75
Janitor (2 weeks before wedding directly to Janitor)	\$75
<b>EBC Church Use Total:</b>	<b>\$1050</b>

#### **{ Optional Compensation Fees**

*Organist/pianist supplied by church through church use coordinator	\$50
*Powerpoint operator supplied by church through church use coordinator	\$30
*Video operator supplied by church through church use coordinator	\$30

*\* Friend of wedding party may operate with no charge, if the EBC sound technician is present & gives operating directions. Payments must be made directly to the person filling these duties, if provided through church use coordinator.*

#### **{ Other Compensation Fees**

EBC Pastor (counseling & ceremony)	\$150
EBC Pastor Counseling (only)	\$75
EBC Pastor Officiating (only)	\$75

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## General Wedding Use Information:

### { **Compensation Policy**

The compensation amounts are due no later than two weeks prior to the wedding. These amounts include the janitor, the sound technician and church use coordinator (and any other applicable amounts for event providers).

### { **Facility Facts**

- The Sanctuary seats 325- 350 people. There are 36 pews (*16 plus modesty panel on left side; 14 plus modesty panel on right side, w/wheelchair access at end of pew 14*).
- The center isle is 75ft. long from the modesty panel to the entrance doors.
- A piano, organ, projection and a sound system equipped for CD-R/DVD-R is available for your use. Contact your church use coordinator for specifics.
- Contact your church use coordinator for availability of tables for gifts, guest book, etc.
- All candles used must be non-drip.

### { **Dressing Rooms**

Brides may dress in the lounge off of the women's restroom. There is a full-length mirror in the lounge as well as the normal counter mirrors. Attendants may dress in nursery rooms, down the hall. The Groom/groomsmen will use rooms at the front of the church where a lavatory is available. Other classrooms as needed are available and useable if approved by your coordinator. **ALL perfumes/hairsprays MUST be used in the bathrooms ONLY, due to sensitive electronic equipment.**

### { **Times**

Two hours can be scheduled for rehearsal time at a date prior to the wedding. Four to six hours are allotted for your use of the facility on your wedding day, which includes final decoration needs, dressing, photos, ceremony, and teardown/cleanup. Any exceptions to these times plus times for the rehearsal dinner, photos, ceremony, and reception (if at EBC) must be approved by the EBC Office Manager and the Church Use Coordinator (coordinator needs to be present at all times).

**ALL CHURCH USE TIMES MUST BE COMMUNICATED TO THE CHURCH OFFICE  
via your Church Use Coordinator.**

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## EBC Wedding Application

To be returned to the EBC Office

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Please print your answers below*

**BRIDE:** \_\_\_\_\_  
First Last

**Address:** \_\_\_\_\_  
Street City State Zip

**Phone:** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_  
Name Phone Number

**GROOM:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City State Zip

**Phone:** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_  
Name Phone Number

{ **Pastor who will perform ceremony:**

\_\_\_\_\_  
Name Phone/Email

{ **Pastor who will provide marriage counseling (if different than above):**

\_\_\_\_\_  
Name Phone/Email

{ **Church you attend (if other than EBC):**

\_\_\_\_\_  
Name Phone/Email

{ **Sponsoring EBC member:**

\_\_\_\_\_  
Name Phone/Email

## Wedding Application – Non EBC Attendee

**Day / Times of EBC Facility Use/Setup** (please list arrival to departure):

Day before Wedding: \_\_\_\_\_  
Date Times

Day of Wedding: \_\_\_\_\_

*We have read the **Church Use Guidelines/Policies** for Emmanuel Bible Church that was provided with this application and (a) affirm that we conform to its requirements, and (b) agree to comply with all its provisions.*

Signatures: \_\_\_\_\_  
Bride/Date Groom/Date

Member Sponsor Signature: \_\_\_\_\_  
Date / (-only if the Bride or Groom are non-members-)

### **(- This portion of the form is for church staff only -)**

Balance of \$550 must be paid on or before (2 weeks prior to wedding): \_\_\_\_\_  
Balance Due Paid/Date

Coord. (\$100): \_\_\_\_\_ Janitor (\$75): \_\_\_\_\_ Sound Tech. (\$75): \_\_\_\_\_

Sanctuary Use. (\$100): \_\_\_\_\_

Optional or Other compensation fees must be paid at least 2 weeks prior to wedding date: \_\_\_\_\_  
Balance Due Paid/Date

Wedding Application sheets returned to Church Use Coordinator? \_\_\_\_\_

Church Use Coordinator Serving this Wedding Party: \_\_\_\_\_  
Name/Phone #

EBC Staff Approval: \_\_\_\_\_  
Date:

**Return this form to the EBC Office 6 months before your wedding, or ASAP**  
**You will be notified once your wedding application has been reviewed and accepted**  
Emmanuel Bible Church, 8512 Sunnyview Rd. NE, Salem, OR 97305 503-364-6179

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### ***Additional Wedding Information Needed:***

**Bride's Parents:** \_\_\_\_\_  
First Last

**Address:** \_\_\_\_\_  
Street City State Zip

**Contact:** \_\_\_\_\_  
Phone Email

**Groom's Parents:** \_\_\_\_\_  
First Last

**Address:** \_\_\_\_\_  
Street City State Zip

**Contact:** \_\_\_\_\_  
Phone Email

**Florist:** \_\_\_\_\_  
Name Phone Number

**Photographer:** \_\_\_\_\_  
Name Phone Number

**Reception Location:** \_\_\_\_\_  
Name Phone Number

### **EQUIPMENT USE**

**Slideshow?** YES NO

***If yes, what format?*** \_\_\_\_\_



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Are BRIDE'S Parents Attending the Wedding? YES NO

Are GROOM'S Parents Attending the Wedding? YES NO

Candle lighters? YES NO

Flower Girl? YES NO

Ring Bearer? YES NO

Unity Candle? YES NO

Approximate Number of Guests: 25-50 100-200 200-300 300 + other: \_\_\_\_\_

Bride's Escort: \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_

Best Man: \_\_\_\_\_

Number of Bridesmaids: \_\_\_\_\_ Number of Groomsmen: \_\_\_\_\_

Number of Ushers: \_\_\_\_\_

### MUSIC:

Organ? YES NO

Organist: \_\_\_\_\_  
Name Phone Number

Piano? YES NO

Pianist: \_\_\_\_\_  
Name Phone Number

Soloist? YES NO

Soloist: \_\_\_\_\_  
Name Phone Number

Can Music? YES NO

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Instruments?

YES

NO

List Instruments Being Used:

- 1) \_\_\_\_\_  
Instrument \_\_\_\_\_ Playing during which portion of ceremony? \_\_\_\_\_
- 2) \_\_\_\_\_  
Instrument \_\_\_\_\_ Playing during which portion of ceremony? \_\_\_\_\_
- 3) \_\_\_\_\_  
Instrument \_\_\_\_\_ Playing during which portion of ceremony? \_\_\_\_\_
- 4) \_\_\_\_\_  
Instrument \_\_\_\_\_ Playing during which portion of ceremony? \_\_\_\_\_
- 5) \_\_\_\_\_  
Instrument \_\_\_\_\_ Playing during which portion of ceremony? \_\_\_\_\_

Times of EBC Facility Use/Setup (*please list arrival to departure*): \_\_\_\_\_

Date(s) of Set Up: \_\_\_\_\_

Church Use Coordinator Notes:

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***Return this form to the EBC Office 2 months before your wedding, or ASAP***  
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