



Springboro Christian Church

720 S. Main St.
Springboro, Ohio 45066-1424

Phone (937) 748-1090

GUIDELINES FOR USE OF BUILDING FOR WEDDINGS

1. Reservation for use of the building must be made well in advance of the wedding to avoid conflicts in scheduling (generally a minimum of two months prior to the wedding date).
2. Costs involved are as follows:
 - a. **Building Use Fees:**

For non-members of Springboro Christian Church:

 - \$400 for wedding rehearsal & wedding (use of Worship Center)
 - \$800 for wedding rehearsal, wedding, and reception (use of both Worship Center and fellowship hall, not kitchen)

For active members of Springboro Christian Church:

 - No charge for wedding rehearsal & wedding (use of Worship Center)
 - No charge for wedding rehearsal, wedding, and reception (use of both Worship Center and Fellowship Hall)
 - b. **Custodian Fees:**
 - \$150 for wedding only – no reception at S.C.C.
 - \$225 for wedding and reception at S.C.C.
 - c. **Minister** (includes pre-marital counseling):
 - \$150 for non-members of Springboro Christian Church (payable to minister).
 - No set fee for active members of Springboro Christian Church—At discretion of the couple receiving minister’s services.
 - d. **Organist/Pianist:**
 - Musicians and vocalists are to be arranged for by the prospective bride and groom

e. **Sound/Light Technician:**

- \$75 – Sound technician will be present at rehearsal and wedding.

f. **Damage Deposit:**

- \$100 – Damage deposit. This will be returned following the wedding providing there is no damage to the building or property. If the building or property requires more than normal cleaning, this too may be deducted from the deposit.

g. **Explanation of costs:**

- The "**Building Use Fee**" is to compensate S.C.C. for utilities and other related expenses for use of the building.
- Use of the Fellowship Hall does not include the use of the kitchen for preparing food. Food may be provided by a caterer.
- The "**Custodian Fee**" — The custodian is responsible for unlocking and locking the building before and after the rehearsal and wedding; turning on and off the lights (not controlling lighting during ceremony); setting the thermostats for heating/cooling; removing and replacing the "platform furniture"; cleaning the building following the wedding (and reception) to prepare it for Sunday worship. The custodian will also set up and replace tables and chairs in the Fellowship Hall if the reception is held at S.C.C.

3. **Use of Minister(s) other than those on staff at Springboro Christian Church**

- Weddings of non-members of Springboro Christian Church, if approved, are to be conducted by a minister of Springboro Christian Church.
- If members of S.C.C. are requesting the use of S.C.C. for the wedding and desire another minister to perform the wedding (a minister not on staff of Springboro Christian Church), that request will be considered by the church leaders. Such a request is to be made known on the information sheets completed by the couple requesting the use of S.C.C. for their wedding.
- No same-sex weddings will be conducted at Springboro Christian Church
- If it is the desire of the couple to have another minister assist a minister of S.C.C. in the wedding, that request is to be made known on the information sheets completed by the couple. The request will be considered by the minister (on staff of S.C.C.).

4. **Wedding Party's Responsibilities:**

- a. The prospective bride and groom are to complete and return the "Building Use Request and Pre-marital Forms" to Springboro Christian Church. As explained on these forms, completion of these forms does not indicate the building is scheduled for the wedding. The minister involved must first agree to perform the marriage, which is usually decided after one or two of the premarital counseling sessions. If a minister other than one currently at S.C.C. is to officiate at the wedding, the church leaders must approve the requested arrangement before the building is scheduled.
- b. The building will not be scheduled until payment, in full, is received by Springboro Christian Church for all costs as explained in previous sections.
- c. After the wedding is scheduled, one should be selected to be the "contact person" to make arrangements with the church office. This is to be either the prospective bride or groom. This will help eliminate any confusion of arrangements, etc. Generally the bride-to-be is the "contact person."
- d. The wedding party is responsible to arrange for and pay: musicians; vocalists; photographer; any other additional people involved in the ceremony. S.C.C. prefers the church organist to be used for the wedding.
- e. Non-members are also to include \$150 (payable to the minister) for payment for minister's services. Members may pay the minister a gratuity (payable to the minister) at their own discretion.
- f. Payment for the wedding fees are to be made to the church office with a check or money order payable to Springboro Christian Church for the full amount of the costs previously described in section #2.
- g. See to it that everyone involved in the wedding understands the "General Guidelines" for the use of the building.

General Guidelines:

- No smoking is permitted anywhere inside the building.
- No alcoholic beverages are to be served or consumed anywhere on the property. Nor are any in the wedding party to have consumed any alcohol (or drugs) prior to the rehearsal or the wedding.
- Food is to be served and eaten only in the Fellowship Hall area. The kitchen is not

to be used for food preparation. Food may be served in the Fellowship Hall, but is to be provided by a caterer.

- No rice is to be thrown. Bird seed may be thrown (rather than rice), if such is being thrown on the bride and groom upon their departure from the building. This is to be thrown only outside the building.
- If the wedding is on a Saturday, the wedding and reception is to be concluded and the building emptied not later than 6:00 P.M. (this allows the custodian ample time to clean the building for Sunday worship services).

The church building has been dedicated to the glory of God. This includes the use of the building for weddings and receptions. Weddings are a time of great joy. Weddings are also a time of very serious commitment before God and others. All behavior and actions during this special time are to be such as honor God.

These Guidelines are effective October 13, 2014 and supersede all previous Guidelines.
