

BLOOMINGTON FREE METHODIST CHURCH
1121 S. LINCOLN STREET
BLOOMINGTON, IN 47401
812-332-6425

Use of Church Facilities for Weddings and Other Special Occasions

1. Persons using Church facilities are expected to remove all personal items and return furnishings to proper positions. Church furniture and equipment should not be moved or used without prior permission. The use of other areas of the Church must receive prior approval. Any equipment such as chairs, dishes, kitchen utensils, etc., must be returned and/or restored, ready for use by the Church. If the wedding is on Saturday, the Church must be put back in order no later than 9:00 p.m. It is expected that the facilities to be used will be available on day prior to the wedding. **Approval for facility or equipment use must be given by the Church's officiating Pastor.**
2. If Church musicians are used for weddings, they should be paid by those requesting their services. If the Church organist is not to be used, qualified guest organists are permitted if approved by the Pastor and/or the music committee. All instrumental and vocal music used as part of the wedding service (funeral service or any other service) should be appropriate for use in the sanctuary.
3. **Only authorized Church personnel are allowed to operate the sound equipment at any time.**
4. If candles or candelabras are used, coverings or drip guards must be in place to protect carpets, or dripless candles may be used; windowsills and altar materials used to attach decorations to Church property must be approved by the officiating Pastor. Any rented and/or non-church equipment should be removed from the church by the next business day.
5. Birdseed, confetti, rice, bubbles, or glitter **should not be used, distributed or thrown inside the church building, including the Fellowship Hall.**
6. Food or beverages should be confined to the Fellowship Hall and kitchen area, and they should not be taken into the sanctuary at any time. All food used by the wedding party must be removed from the church and all trash taken to the dumpster.
7. **Use of tobacco is not allowed anywhere in the Church building or on Church property.**
8. **No alcoholic beverages are to be allowed in the Church building or on Church property.**
9. All pertinent procedures of the wedding will be rehearsed during the rehearsal time. This includes all responsibilities of the ushers, ring bearer, sound equipment, etc.
10. Wedding dates should be cleared through the Church office at least eight weeks prior to the ceremony. Any scheduled Church service or activities will not be cancelled or rescheduled for a wedding, rehearsal or special observances. **A deposit must be made in order to secure a date on the calendar. No dates are held indefinitely.**

11. The wedding ceremony must not include any rituals, which do not adhere to the beliefs and practices of the Bloomington Free Methodist Church.
12. We ask that conduct, language and dress appropriate to a church setting be evident during rehearsals, decorating, reception, and the wedding itself.
13. There can be no dancing in connection with any activity – either the wedding or any reception held on Church property.
14. It is the policy of the Bloomington Free Methodist Church that the officiating Pastor for all weddings be on the current pastoral staff or a recognized Pastor in the Free Methodist Church. The Pastor, in consultation with his cabinet, if necessary, will make any decisions involving scheduling, ritual, the eligibility of persons desiring to use Church facilities, and those officiating.
15. **IT IS THE RESPONSIBILITY OF THE BRIDAL COUPLE TO CONVEY THESE GUIDELINES TO ALL PERSONS INVOLVED IN THEIR WEDDING, REHEARSAL, AND RECEPTION.**

Printed Name of Bride-to-be

Printed Name of Groom-to-be

Signature of Bride-to-be

Signature of Groom-to-be

Signature of Pastor

Date

Bride's Phone #

Groom's Phone #

Bride's E-Mail Address

Bride's parents' names, address & phone number:
