

LIBERTY MISSIONARY BAPTIST CHURCH  
ALABASTER, ALABAMA



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# ADMINISTRATIVE GUIDELINES

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**Alabaster, Alabama 35007**

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The ownership of this document is the Board of Trustees.

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# Introduction

To keep track of major decisions and policies approved by the Board of Trustees and retain this information in a single document for future use. This manual replaces all previous documents approved by the Board of Trustees on topics covered in this manual. This document should be maintained by the Board of Trustees and dated to reflect the last revisions approved by the Board.

## Duties of the Board of Trustees

### Responsibilities

1. Twice each year, conduct an audit of the entire facility for cleanliness and maintenance (not including mechanical, plumbing or any exterior components).
2. Establish a painting record and repainting schedule.
3. Determine if there are total areas that need refurbishing. Establish most pressing needs and plan for accomplishment.
4. Review and promote guidelines concerning room use and furnishings necessary for room use.
5. Study and make recommendations concerning areas that need decorating. Determine the most pressing needs and establish a budget.
6. Review art gift. Determine if such gifts add to the religious setting of the church. Determine art placement. See Decorations Committee on page 8.
7. Establish an inventory of the church by use of video and/or still pictures suitable for insurance. Keep this inventory updated with any new purchases and gifts. Remove any items disposed of. This list shall be reviewed, annually.
8. Submit all guidelines, recommendations for maintenance and purchase to the Board of Trustees for approval.
9. Establish a deep cleaning and maintenance schedule, including but not limited to inside and outside glass, all floors, carpet and rugs.

# Transportation

## Usage

- Vehicles will be scheduled through the church secretary or his/her designee on a first-come, first-serve basis.
- Use limited to church-related activities. Vehicles will NOT be used for personal vacations, trips, etc. Non church-related activities must be pre-approved by the Board of Trustees.
- Only the allotted amount of passengers will be allowed in the church vehicle at any time.
- NO SMOKING is allowed in any church vehicle.
- Vehicles will not be taken outside of the United States.
- Expenses incurred for gas should be placed on the church gas card. The gas card should be checked out from the finance director or trustee chairperson.
- Receipts should be submitted to the Finance Department for accounting documentation purposes.
- Ministry Leaders should reserve the church van via LBC Reservation System

## Church Van

### Driver Criteria

- Driver must be 25 years of age or older
- Have a valid driver's license
- Be a member of Liberty Missionary Baptist Church
- Provide a photocopy of a valid driver's license to Church Secretary

### Driver Responsibilities

- Insure state driver's license is up-to-date and on file in the church office. The driver's license must be validated once a year with Church Secretary. An updated copy of the member's driver's license should be given to the office if expired.
- Be free of alcohol, drugs or any other substance that may adversely affect mental or physical ability.
- Have ample sleep. Do not drive longer than four hours in a stretch. A one-hour rest period is required before driving an additional four hours.
- Must operate vehicle in a safe manner.
- Have overall responsibility of the vehicle while on a trip.
- Responsible for any/all traffic or parking citations.
- Have another adult in vehicle if other passengers are under 18 years of age.

- Notify the Board of Trustees immediately of any damage or mechanical defects that come to his/her attention.
- Complete transportation log for each trip.
- Check engine oil each time gasoline is purchased. Buses use gasoline with at least an 87 octane rating.
- Driver and all passengers will wear seat belts while vehicle is in motion. This includes car seats for infants and children as required by state law.
- If the seat belt is defective, refrain from using and notify the Board of Trustees upon returning the vehicle.
- Secure keys in accordance to the key policy and return them when the trip is completed.
- Make sure the inside and outside of the vehicle is left in a clean condition with a full tank of gasoline if possible.
- No talking or text messaging on mobile device

### Passenger Responsibilities

- Be free of alcohol, drugs or any substance that may adversely affect mental or physical ability.
- Wear seat belts while vehicle is in motion.
- Do not take up slack in seat belts by tying knots in the belt. If a belt is defective, notify the driver.
- Seat belt use is required for all vehicle passengers.
- Report defects to the driver.
- Do not litter. Place trash in a litter bag.
- Upon exiting vehicle, remove all personal property and trash from vehicle.

## Golf Cart(s)

### Driver Criteria

- Driver must be 16 years of age or older
- Have a valid driver's license
- Be a member of Liberty Missionary Baptist Church
- Provide a photocopy of a valid driver's license to Church Secretary

### Driver Responsibilities

- Insure state driver's license is up-to-date and on file in the church office. The driver's license must be validated once a year with Church Secretary. An updated copy of the member's driver's license should be given to the office if expired.
- Be free of alcohol, drugs or any other substance that may adversely affect mental or physical ability.

- Responsible for any/all traffic or parking citations.
- Must operate vehicle in a safe manner.
- Have overall responsibility of the cart while driver's care
- Responsible for any/all traffic or parking citations.
- Notify the Board of Trustees immediately of any damage or mechanical defects that come to his/her attention.
- No talking on cellular device or text messaging

### Passenger Responsibilities

- Be free of alcohol, drugs or any substance that may adversely affect mental or physical ability.
- Report defects to the driver.
- Do not litter.
- Upon exiting cart, remove all personal property and trash.

### Transportation Committee Responsibilities (to be established)

- Implement guidelines and criteria for drivers and the inspection, use, service and maintenance of the church van.
- Maintain an up-to-date listing of approved drivers for the van. Provide this list annually to Trustee Chairperson and church secretary.
- Perform monthly inspections and insure that a copy is filed in the church secretary's office.
- Periodically check vehicle cleanliness.
- Insure that an annual inspection is performed, in accordance with DHR criteria, by an authorized dealership or automotive/truck repair shop, and signed by a certified mechanic, with copies filed in the church secretary's office.

### Vehicle Accident

- Follow the instructions on the insurance card in the vehicle log book.
- Notify the Board of Trustees and/or church secretary within immediately

# General Guidelines for Use of Church Premises

- Pets are not allowed in the building except for service animals.
- All “regular” church supplies and household equipment (tables, chairs, kitchen items, etc.) will be signed out through the church office/Board of Trustees.
- Only battery operated or non-waxed candles are permitted in the facility.
- No furnishings or equipment in the sanctuary may be removed without approval of the Pastor and/or Board of Trustees.
- No tacks, nails, screws or other material may be used that might permanently mar, deface, or otherwise damage any part of the church building or furnishings, i.e. command strips or similar items can be used. In the event there is damage to any church property, the parties responsible (those making the reservations), will be held fully accountable.
- Damage, other than normal wear and tear to the facilities and equipment of the Church, shall be repaired at the cost of the group using the facility at the time of the damage. All damages should be reported to chairperson of the Board of Trustees and/or the building custodian, who will coordinate the repair.
- The opening of any window is prohibited except when required during emergencies.
- No food or beverages will be allowed in the sanctuary.
- No alcoholic beverages or controlled substances may be served or used on church premises under any circumstances. No smoking is allowed in any of the church facilities.
- Turn off all lights and close doors when leaving better control the heating and cooling. The group using the facilities shall be responsible to see that the area is cleaned up and restored to substantially the same condition as it was immediately prior to use. It is expected that all chairs and tables will be replaced in their storage areas and floors swept with the dust mops. If food is involved with the event, trash must be taken to the trash bins/dumpster
- The person in charge of the group will contact the Board of Trustees to unlock the appropriate door(s) the day of the event. The trustee or deacon of the month, as noted on the approved key list, is responsible for locking all doors after the event.
- The person in charge shall see that adequate supervision is present at all times. Activities are confined to rooms reserved. All children/youth of adults participating in activities are expected to remain with parents during the activity. Children /youth are not allowed to roam the hall or facilities unless accompanied by an adult. All activities must adhere to the Church Child Protection Policy.
- Trustee of the Month is responsible for assisting the Set up and clean up committees for church hosted events that take place in the Family Life Center



- Ministry Leaders should reserve the rooms via LBC Reservation System
- Any advertisements, announcements, flyers, posters, etc., should be provided to the church secretary for approval and mounting on bulletin boards. Nothing should be placed on the other surfaces in the church other than artwork.

## Decorations Committee

### Responsibilities

#### Committee 1

Responsible for décor/placement of furniture, wall art and displays.

\*\*\*Decisions from this committee must be approved by Trustee Board.

#### Committee 2

Responsible for decorations for special days/events and maintain live plants.

# Guidelines for Sanctuary and Family Life Center Use

## General Guidelines

The Family Life Center will not be used during regularly scheduled worship services without approval of the Pastor and Board of Trustees.

### Locking and Unlocking Doors/Sunday Closing and Special Services

The Trustees and Deacons are responsible for locking the doors after regular services and special events.

### Routine Opening /Closing

For events held at the church the Deacons, Trustees, or Church Staff will be responsible for the locking and unlocking of the doors.

### Music

Appropriate music can be used in facility. Must be family-oriented.

### Security

If security is needed, you must provide your own security.

## Weddings

The planning and ceremony for a wedding must adhere to the Wedding Policies and Procedures. A couple desiring to use the sanctuary or any area of Liberty should contact the church secretary, who will distribute the wedding application packet and forward a copy of the completed application to the Pastor/Trustee Chairman. Once the wedding has been approved, the church secretary will enter it on the church calendar.

### Photography

Pictures may be taken before and after the wedding ceremony. It is the bride's responsibility to notify friends and relatives attending the wedding that no photography is allowed during the service. Videotapes may be quietly taken at the back of the sanctuary. They may be set up in the choir loft if they are on a tripod and not a disturbance to the ceremony. All camera equipment must be located and supported independently of church furniture.

### Decorations

All decorations should be removed from the church by the wedding party immediately after the wedding in order for the custodian to have the church ready for the next service. Nothing may be thrown on the couple neither in the sanctuary, nor in any of the church buildings, nor outside.

If an aisle cloth is used, it must be attached to the carpet with painters tape. Carpets must be protected from the possibility of damage from soiling of any floral decorations. Florists must not block any entrances in the church building or chancel area with floral arrangements or greenery.

Custodian Fee required for Weddings and Special Events (see Wedding Policies and Procedures).

### Sound System

Batteries for sound system and microphones are to be tested prior to the event, to insure usability. Sound System Equipment should not be removed from facility.

## Church Events other than Weddings

The Family Life Center is available for receptions, dinners, etc. The following is applicable to these facilities:

1. All areas should be scheduled/reserved through the church office/church secretary.
2. The parties concerned will arrange for the reception and pay for all expenses thereby incurred.
3. Committee is responsible for clean-up following an event.

If the sound system is to be used, arrangements must be made with the Church Secretary upon reservation for the wedding day.

# Guidelines for the Use of the Kitchen

The kitchen is available for use by any approved group that has reserved by Kitchen Manager and/or the church secretary. See Rules for the Use of Kitchen (page 19). You should find the kitchen clean and in good order. It should be left in the same way. If the kitchen is NOT clean and in good order, please report this to the Secretary and Trustee Chairman immediately. These guidelines are intended to help everyone leave the kitchen “cleaner” than they found it. Kitchen Manager has overall responsibilities/supervision for activities in the kitchen.

1. Kitchen Manager will form a kitchen committee.
2. For safety reasons, children under the age of seven unsupervised are not allowed in the kitchen.
3. Follow the use instructions when using the stove. (Note the exhaust fan.)
4. When cleaning up after a function, ALL dishes, utensils, pots and pans must be washed, dried and put away.
5. All flowers, balloons and other decorations must be disposed of and vases washed, dried and put away.
6. Any reusable tablecloth (plastic) must be wiped with a disinfecting cloth, dried, folded and properly stored.
7. Any washable tablecloths and dish cloths are either to be washed in the washer or taken home and washed. Please return these items within 24 hours.
8. All sinks and counter tops must be wiped with disinfecting cloths. Spraying with a suitable sanitizing agent is suggested.
9. Supplies in the pantry are here for the use of Liberty events only. Outside groups using the kitchen are expected to furnish their own supplies.
10. Sweep the floor, mop up any spills and remove any garbage to the dumpster.
11. Do not leave any leftover food in the refrigerator for someone else to remove. Label any leftover food with a date and the intended use of this food.
12. If anything is placed in the freezer, it must be labeled and dated. Once a month, all unlabeled food will be discarded by the designated kitchen committee.
13. Use of the kitchen must be scheduled by Kitchen Manager and/or the church secretary.
14. Inspection will be completed monthly by the kitchen committee.

# Vending

Any and all vending machines are to be handled by Trustee Board.

## Guidelines for Room Use

Liberty Missionary Baptist Church facilities are available to provide an environment in which members and guests of the church can safely and comfortably facilitate spiritual growth for the ministries of the church. The Trustee Board shall be the governing body for maintaining and protecting the general appearance and maintenance of all rooms and corridors.

### Scheduling

Any use of a room outside of the regular Sunday school class times must be scheduled by the church secretary or LBC Reservation System.

### Clean-up

Rooms that are utilized should be left clean. Leaving any room with leftover food, spills, dirty tables, and chairs attracts insects and rodents. Please consider those who follow you by doing the following:

- Dispose of food via vinyl lined trash cans and tie up the top of the liner.
- Clean off counter tops, wipe up spills and clean tables.
- Dispose of coffee grounds in the trash can. Pour out any beverages at the nearest sink and if coffee, thoroughly wash your coffee pot. Put away any coffee supplies.
- Clean up where you mess up! Respect your church and keep it clean.

### Room Maintenance

Décor – All décor requires approval by the Trustee Board and Decorations Committee. Room and trim color, along with the carpet selection shall be approved by the Trustee Board. Artwork and Other Furnishings are selected by the Trustee Board and Decorations Committee. The Trustee Board shall approve any additional equipment for any room. Special needs are always taken into consideration.

No tacks, nails, screws or other material may be used that might permanently mar, deface, or otherwise damage any part of the church building or furnishings, i.e. command strips or similar items can be used. In the event there is damage to any church property, the parties responsible (those making the reservations), will be held fully accountable.

No gummed tape of any kind goes on the wall or glass. This becomes difficult to remove and can damage finished walls. Any artwork purchased, created, or given to the church by an individual

or group shall be suitable for viewing in our gathering areas. The Trustee Board will approve all material in advance and a location will be assigned for placement. If the work is to be lighted, the group or individual will supply suitable lighting for important artwork.

#### *Ceiling Fans*

Any group desiring a ceiling fan needs permission from the Trustee Board. Fans installed in any room will become the property of the church.

#### *Blinds and Curtains*

Blinds are furnished for each room deemed fit by Trustee Board. No additional window treatments are necessary. The installation of curtains will need approval from the Trustee Board.

#### *Mirrors*

The Trustee Board will purchase any mirror necessary and installation will be done by a professional service.

#### *Electrical Outlets*

No furnishings or cabinets shall cover any electrical outlet. All outlets are required to have safety shields at all times except when in use.

#### *Bulletin and/or Dry Erase Boards*

These are provided and approved by the Trustee Board and Decorations Committee.

## Multiple Use of Rooms

Different Ministries have differing needs. To meet the needs of each group, it may become necessary to house different furnishings (tables and cabinets) in the room that is assigned to two or more ministries. When sharing a room with another ministry, it will be necessary for accommodations to be made concerning room arrangement of tables and chairs. It becomes necessary for all groups to share in the responsibility for changing any arrangement.

## Facilities Used For Disaster Relief

The facilities of Liberty Missionary Baptist Church are available for use during disaster relief under the direction and supervision of qualified relief organizations such as The Red Cross, Salvation Army, etc.

# Outdoor Signage

All outdoor signs and/or banners must comply with local ordinances. All outdoor signs and/or banners must first be approved by and scheduled with the Trustee Board.

# Child Protection Policy

*Purpose:* It is the purpose and intent of Liberty Missionary Baptist Church to provide a safe, secure environment to teach and nurture our children and youth as they grow in their faith.

*Goal:* It is our goal to provide a place of learning that is structured in a manner that prevents any type of inappropriate sexual behavior by all adults, volunteers, children, and youth so as to protect both the children/youth from harm and the adults/volunteers from false accusations.

## *Definitions:*

*Child Sexual Abuse:* The National Resource Center on Child Sexual Abuse defines child sexual abuse as “any sexual activity with a child, whether in the home, by a caretaker, in a day-care situation, in any organized ministry, whether in the main facility (church) or away, or in any other setting, including on the street by a person unknown to the child.” The abuse may be an adult, an adolescent, or another child.

*Minor:* For purposes of this policy, a minor is anyone under the age of 10, or an individual, who through mental impairment, has the reasoning of someone under the age of 19.

*The policy and procedure set forth below will apply to all people who give supervision or have custody of minors or who have opportunity to have contact with minors in church facilities or church sponsored activities whether clergy, paid staff, or volunteer.*

# Recruiting, Screening, and Hiring Procedure

An employee is defined as any person hired by the church to work specified job duties as described in an applicable job description.

## 1. Decision to hire position

- a. Approval
- b. Position Description
- c. Salary

## 2. Posting Process

- a. Church Bulletin
- b. Screen
- c. Radio
- d. Linked-In
- e. Career Sites

## 3. \*Interview Process

- a. Department Head
- b. Personnel committee members
- c. Pastor

## 4. Presentation/Trial period

## 5. Offer

- a. Approval
- b. Extended

\*Alternatively, interview may be conducted by a committee composed of the department head, personnel members, and Pastor.



# Volunteer

A **Volunteer** is anyone who is not paid by the church and is serving in any position involving the supervision or custody of minors. Examples: Childcare, grade school, middle school, high school, college workers, van drivers, teachers, chaperones or others designated by the pastor or designee.

A **Minor Volunteer** who is a volunteer must submit permission from his or her parent or guardian that they “know no reason why the minor should not be allowed to work directly or indirectly with other minors.” **Minors are to never be allowed to supervise children without constant adult supervision.**

# Protection Policy

## Two Adults

All groups of children/youth will be supervised by two adults at all times. A group may have only 1 adult only if there is any additional adult who is available to make random checks of all groups at any time. Reasonable effort shall be made to assure that one adult is not left alone with one minor.

## View Windows/Open Doors

Reasonable effort will be made to place children/youth in rooms with view windows or open doors for all activities.

## Within/Out of Town Activities

All participants must have written parental consent and a medical release form on file in the church office. Consent forms may be completed for a one-year period and should be renewed, annually. All employees and volunteers will comply with all of the Child Protection Policy of Liberty Missionary Baptist Church

## Reporting Procedures

Observed or reported child sexual abuse or child molestation should be reported immediately to the appropriate age group director, Deacon Board Chairperson, Trustee Chairman or the pastor. If you have any reason to suspect abuse, you should talk with an appropriate person listed above or the pastor to see what steps could and should be taken to protect the child and help the family. When time and circumstances permit, the report should first be made to the appropriate age-group director, who will then proceed with the correct and thorough process.

# SPECIAL EVENTS INFORMATION SHEET

Name of  
Organization/Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Please Describe the Nature of Function: \_\_\_\_\_  
\_\_\_\_\_

Schedule Date of Event: \_\_\_\_\_

Days/Evenings of Event:    Sun    Mon    Tues    Wed    Thurs    Fri    Sat

Time Requested:            From: \_\_\_\_\_    To: \_\_\_\_\_

Expected Number of People: \_\_\_\_\_

I will need the following area/service. (Check all that apply)

\_\_\_\_\_ 1.) Sanctuary

\_\_\_\_\_ 2.) Kitchen

\_\_\_\_\_ 3.) Fellowship Hall

\_\_\_\_\_ 4.) Audio/Visual

\_\_\_\_\_ 5.) Custodian (Custodian Fee required for Weddings and Special Events. See  
Wedding Policies and Procedures)

\*\* See fee list on page 22

I, \_\_\_\_\_ have read the policies on the sheet attached to this application and agree to abide by them if the uses of these facilities are approved. I will make every effort to ensure my guest will do likewise. I understand that I am responsible for any damage resulting from the actions of the party, guests, decorators and others connected with the event. I enclose the appropriate fees and deposits. I also understand the bottom half of this page will be signed and filed with my application in the church office.

By signing this agreement, it is understood that in the event of an accident, person or vehicle, Liberty Missionary Baptist Church will be held harmless.

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Applicant Signature

Date

---

Chairperson of Trustees Signature

Date

# RULES FOR KITCHEN, DINING ROOM AND FELLOWSHIP HALL

For applicants to reserve the kitchen, dining room or fellowship hall, you need to sign the calendar in the Church Office with the name of the group and responsible party. Since the kitchen remains locked, arrangements need to be made to sign out a key and returned immediately after use. Before using the kitchen, please call the Trustees' Chairperson for orientation on the use of the kitchen equipment.

All items on this list must be completed where applicable after each use of the kitchen/dining room/Fellowship Hall by church groups. Copies of this list are provided upon request.

\_\_\_ Floor free of debris in kitchen/dining room/Fellowship Hall.

\_\_\_ All containers clean.

\_\_\_ All dishes, silverware, pots and pans washed and put away.

\_\_\_ Sinks emptied and traps clean.

\_\_\_ Trash to be removed.

\_\_\_ Clean tables, chairs, and store them in proper storage closets.

\_\_\_ Stove, oven cleaned, controls turned off, and any other items that need to be cleaned.

\_\_\_ Coffee pots and other drink containers cleaned and stored.

\_\_\_ Leftover food removed from kitchen or marked and dated.

\_\_\_ Dishtowels spread to dry or taken home to be laundered.

\_\_\_ Nothing is to be removed from the kitchen including dishes, trays or any other items.

\_\_\_ Please note any problems and be as specific as possible.

Thank you for your cooperation.

---

Signature of Responsible Party

Date

---

Signature of Kitchen Manager

Date

# PRE-MARITAL CONFERENCE INFORMATION SHEET

Managed by Church Secretary

Date of Conference: \_\_\_\_\_ Date of Wedding: \_\_\_\_\_

Groom: \_\_\_\_\_ Birthplace: \_\_\_\_\_ Age: \_\_\_\_\_

Residence: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

Bride: \_\_\_\_\_ Birthplace: \_\_\_\_\_ Age: \_\_\_\_\_

Residence: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

## WEDDING DETAILS

Place of Wedding: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place of Rehearsal: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Witness: \_\_\_\_\_ Relationship: \_\_\_\_\_

Witness: \_\_\_\_\_ Relationship: \_\_\_\_\_

Number of Ushers: \_\_\_\_\_ Number of Bride's Attendants: \_\_\_\_\_

Others in wedding party: \_\_\_\_\_

Assisting, minister, if any: \_\_\_\_\_

Singers: \_\_\_\_\_

Double or single ring ceremony: \_\_\_\_\_

What rooms of the church are required? \_\_\_\_\_

Any extra janitorial services required: \_\_\_\_\_

Custodian Fee required for Weddings and Special Events (see Wedding Policies and Procedures).

# Fee List

**\*\*ALL FEES PAYABLE IN ADVANCE \*\* ALL FEES ARE NON-NEGOTIABLE\*\***

**Deposits will be refunded if proper setup is completed and there is no damage to facilities or equipment.**

**\*\*Church not responsible for cleanup. Please see page 12 in Administrative Guidelines. \*\***

**\*\*Custodial Fee is in addition to member and non-member usage fees. Custodial Fee will be refunded except for Weddings barring facility is cleaned up.**

**\*\*The fee(s) are based on reserving the facility for up to four (4) hours.**

**Example:**

I am a member of LBC and want to reserve the Fellowship Hall. What would be the fees associated with the reservation?

The fee will be \$150 (Deposit) + \$150 (Custodial Fee) + \$50 (Member Usage) = \$350

	Room Type	Deposit	Custodial Fee	Member Usage Fee(s)	Non-Member Usage Fee(s) Fee(s)
<b>Wedding or Funeral</b>	Sanctuary	\$150.00	\$150.00	\$0	\$250.00
	Fellowship Hall	\$150.00	\$150.00	\$0	\$250.00
	Classroom(s) per	\$150.00		\$0	\$100.00
<b>Other Function</b>					
<b>Other Function</b>	Sanctuary	\$150.00	\$150.00	\$50.00	\$250.00
	Fellowship Hall	\$150.00	\$150.00	\$50.00	\$250.00
	Classroom(s) per	\$150.00		\$50.00	\$100.00
<b>Audio/Visual Equipment</b>					
<b>Audio/Visual Equipment</b>	Sanctuary	\$0		\$25.00	\$50.00
	Fellowship Hall	\$0		\$25.00	\$50.00
If items associated with special events is not removed within two (2) hours after the event an additional fee will be charged.				\$200.00	\$200.00

Table 1

# Amendments (last revision)

1. Adopted on April 18, 2017
2. Updated Fee List verbiage 8/15/17