



Wedding Policies

2720 Wabash Avenue ♦ Fort Worth, TX 76109 ♦ 817.926.3318

University Baptist Church Wedding Policies

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University Baptist Church

Wedding Policies

I. INTRODUCTION

Marriage in the church is a religious ceremony. You are asking the blessings of God as you begin your lives together.

The Ministers and staff of University Baptist Church (UBC) wish to assist you in any way possible to make your wedding a memorable experience.

To ensure a sacred and dignified ceremony, thorough preparations are required. The following procedures have been adopted by University Baptist Church to assist you in planning your wedding. To secure the use of the church facilities, these policies regarding their use must be accepted.

Any variation from these adopted policies and fees must be approved by the Minister of Administration.

II. RESERVATIONS & FACILITIES

Church Members

Member policies for the use of UBC facilities shall be applied for the wedding of church members if the bride or groom, or the parent, grandparent, or legal guardian of the bride or groom, have been active members of UBC for at least one year at the time of the wedding.

Weddings of members may be scheduled up to 15 months in advance for ceremonies in the Sanctuary or Watson Chapel. Tentative dates may be cleared by telephone, but confirmation of the dates will be given only after a personal conference with the UBC Wedding Coordinator and by payment of a \$100 reservation fee. This fee is non-refundable and will be applied to other fees charged.

Non-Members

Non-members may schedule wedding ceremonies in the Sanctuary or Watson Chapel up to 12 months in advance. Tentative dates may be cleared by telephone, but confirmation of the dates will be given only after a personal conference with the UBC Wedding Coordinator and by payment of a \$200 reservation fee. This fee is non-refundable and will be applied to other fees charged.

All Weddings

Scheduling your wedding date on the church calendar does not automatically reserve this date with the UBC minister or other staff members. Please contact the Wedding Coordinator to arrange an appointment with the minister or staff member you desire to have involved in your wedding. If the minister performing the ceremony is not on staff at UBC, please inform the UBC Wedding Coordinator. You must verify that your minister is legally licensed to marry couples in Texas and submit to the Wedding Coordinator a copy of the minister's license or ordination certificate.

You will also need to coordinate with the Minister of Worship and Music or his administrative assistant concerning soloists, organists, or pianists (see VI. Music Policies, page 7).

Church facilities are not available for weddings on:

- Sundays
- Holidays or holiday weekends, including New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day
- Dates of Texas Christian University home football games
- Dates of scheduled church activities

The church will schedule only one wedding per weekend. We are currently not booking any weddings in Watson Chapel from May 1–September 30.

Evening weddings must be scheduled to begin no later than 7:00 pm. All wedding ceremonies at UBC, including the reception (see XI. Receptions, page 10), must conclude within four hours from the start of the ceremony or by 10:00 pm, whichever is earlier.

Church buildings will be open and available for the florist, caterer, delivery of dresses and/or tuxedos, etc., four hours before the wedding is scheduled.

Toss items (such as birdseed) to celebrate the departure of the bride and groom may not be used inside the church. Not adhering to this policy will result in an additional cleaning fee of \$100.

No food or drink, with the exception of Holy Communion as part of a wedding ceremony, is permitted inside the Sanctuary or Watson Chapel.

No alcoholic beverages, illegal drugs or any form of tobacco will be served, consumed or used within or on any part of UBC property. No member of the wedding party under the influence will be permitted to participate in the rehearsal or the wedding. Non-compliance with this policy may result in cancellation of the wedding.

UBC will not be responsible for the loss or theft of any valuables or personal property. Do not leave money, credit cards or valuables in the dressing areas during the wedding or reception.

University Baptist Church strongly affirms the Biblical teachings of a traditional marriage between one man and one woman. The church does not sanction and will not permit same-sex marriages.

III. FEES AND PAYMENT SCHEDULE

The reservation fee is due at the time you schedule your wedding at UBC. The balance for additional fees (listed below) is due at least two weeks prior to your rehearsal date.

Basic fees (for Sanctuary and Watson Chapel reservations) include:

- ❖ Custodian services
- ❖ Wedding Coordinator services
- ❖ Sound/lighting technician
 - The sound/lighting technician can provide an audio recording of the ceremony. This arrangement should be made when reservations are confirmed. The recording will be delivered via an upload and a link.
- ❖ Pre-marital counseling (see IV. Pre-Marital Counseling, page 6).
- ❖ Two dressing areas, one for the bride and her attendants and one for the groom and his groomsmen.

	<u>Members</u>	<u>Non-Members</u>
Reservation fee (to be applied to total charges)	\$100	\$200
Sanctuary (seats 1200)	\$1500	\$2000
Chapel (seats 250; October 1-April 30)	\$1000	\$1500
Harris Hall (seats 200)	\$500	\$NA
East Lawn (seats 200)	\$500	\$NA
Premarital Counseling materials	\$70	\$70
Late fee for long rehearsals	\$100/15 minutes	\$100/15 minutes
Decoration removal from ceremony	\$100	\$100
Video recording of wedding ceremony	\$500	\$500
Livestream of wedding ceremony	\$200	\$200
Additional multimedia technician (rehearsal)	\$150	\$200
Additional multimedia technician (ceremony)	\$150	\$200
Additional multimedia technician (reception)	\$150	\$NA
Kitchen employees	\$100 minimum	\$NA
(Members: 2 workers at \$25/hour, minimum 2 hours)		
Lost/broken reception materials	Cost of goods	NA
Late fee for receptions lasting past 10:00 pm	\$100/15 minutes	NA
Fees for minister and musicians	-----Negotiated individually-----	

Any need for screens before, during or after the ceremony (e.g. for a slideshow before/after the service, or lyrics/scripture during the ceremony) will require an additional technician for the service itself, not for the rehearsal (see III. Fees and Payment Schedules, page 5).

Church facilities are not available for child care during the rehearsal, wedding or reception.

No member of UBC will be prevented from having a wedding in church facilities because of financial considerations. You may discuss these matters in confidence with the Minister of Administration.

IV. PRE-MARITAL COUNSELING

UBC considers pre-marital counseling a very important part of the preparation for your marriage.

If a UBC staff member is to perform your ceremony, four sessions of counseling are required prior to the wedding. You may schedule counseling directly with the pastor. The cost of pre-marital counseling materials is \$70 per couple.

If another minister is to perform your ceremony, please make arrangements to receive pre-marital counseling from that minister.

V. DECORATING POLICIES

Decorations and flowers may be placed in the Sanctuary and/or Chapel within four hours of the wedding. Flowers may not be placed on the organ or the piano.

Only electric candles may be used for decorations. The bridal couple will provide electric votive candles if needed. Candles with open flames will be permitted for the unity candle. Incense will not be permitted.

Two brass table candelabras and two brass floor candelabras (each holding seven electric votives) are available for use.

Nails, tacks, staples, pins, duct tape, wire, etc. may not be used anywhere. Wrapped wire or ribbons may be used to fasten bows or flowers on the pews.

Only dye-fast silk flower petals may be used in the aisle.

Standard fixtures on the platform and special decorations used by the church (e.g. Christmas, Easter, etc.) may not be moved, unless authorized and moved by church personnel.

All decorations must be removed immediately following the ceremony. This is the responsibility of the wedding party. A fee of \$500 will be assessed for removal and storage by church staff. If you would like to donate floral arrangements to be used in the Sunday worship service, please arrange this with the Wedding Coordinator in advance.

When requested in advance, UBC ladders may be accessed by the custodial staff to be used by the decorators. Decorators who use UBC's ladders must first sign and submit a hold-harmless agreement (see XVI. Hold Harmless Agreement, page 15). All other equipment, such as extension cords, etc., need to be brought by the decorators. The custodial staff of UBC is not available to assist with decorating.

VI. MUSIC POLICIES

All music for the wedding ceremony and reception, if applicable, should reflect the sacredness of the occasion. Your wedding is a worship service and your music should be in keeping with the reverence that is observed upon entering a church. Only music that is appropriate to the occasion should be used.

The church pianist may be scheduled to play for your wedding and should be contacted as soon as possible. Fees for the UBC pianist are to be negotiated privately.

The Pastoral and Worship Assistant will be happy to assist, if needed, by providing names of other instrumentalists. Securing accompanists and soloists and paying fees are the responsibility of the bride and groom. Fees for these individuals are set by the musicians and must be paid at the time of the rehearsal.

VII. MEDIA POLICIES

University Baptist Church desires to assist you with any on-screen material you would like to include in your wedding in the Sanctuary or your reception in Harris Hall. The following information will assist you in planning to use the screens.

1. All material to be used in your wedding must be submitted to the Wedding Coordinator at least six weeks before the wedding.
2. A second technician is required to run the on-screen material and the charge is \$150 for members (\$200 for non-members). If the tech is requested to run the on-screen material during the rehearsal as well, there will be an additional \$150 fee added for members (\$200 for non-members). Media needs that would require an additional technician include any video or slideshow to be played during the reception, any playlist or background music, and any microphones for announcements.
3. Our media equipment can accommodate almost any video format. When the Wedding Coordinator receives your material, she will pass it on to our Multimedia Team to

determine if any extra hours are required to format your material and inform you of these charges for your approval.

4. As in the case of your wedding music, all on-screen material must be approved as suitable for a church wedding. If any submitted content is deemed inappropriate, it must be edited and re-submitted to the Wedding Coordinator no later than two weeks prior to the wedding. The UBC Multimedia Team will not edit any material.
5. The screen in Harris Hall is available to use during your reception (members only). A technician is required to be present to run the equipment. The charge for the technician to be present during your reception is \$150. All material must follow the same approval process and be submitted to the Wedding Coordinator at least six weeks before the wedding.

VIII. REHEARSAL

The one-hour rehearsal will begin promptly at the time scheduled. Please insist that all members of the wedding party be punctual. Additional fees will be applied for any rehearsal that extends more than 30 minutes beyond the agreed upon time.

The UBC Wedding Coordinator and the minister will direct the rehearsal.

The marriage license should be delivered to the minister on the night of the rehearsal. It is customary that the honorarium for the minister be given at this time.

Musicians and the lighting/sound technician(s) will participate in the rehearsal. Musicians should be paid not later than at the rehearsal.

IX. PHOTOGRAPHY

The bridal couple should meet with the photographer prior to the wedding to plan the pictures that are to be taken.

The pre-wedding photography session should end at least 30 minutes before the ceremony.

Photographers (professional or amateur) are NOT permitted to take flash pictures during the ceremony. If the balcony is not occupied by guests, photographers using silent equipment, without flash bulbs, may take exposures from the Sanctuary balcony or from the rear of the Chapel.

Pictures may be taken in the aisle before and after the ceremony. From the back third of the room, the photographer may take pictures of the wedding party going down the aisle or coming out.

Photographs MAY NOT be taken from the pulpit platform, choir area or the aisle during the processional of the ceremony. Photographers and videographers are to be unseen, unheard and unnoticed by the worshipers. Unstaffed equipment may be placed discreetly on the platform area at least 30 minutes before the ceremony begins, with prior placement approval of the Wedding Coordinator.

Standing or placing equipment on the pews or other furnishings in a way that would damage them is not permitted.

Family and friends should be notified of these guidelines so that the service is not disrupted.

Please be sure your photographer has a copy of these guidelines (see XIII. To the Photographer and Videographer, page 12).

X. VIDEOGRAPHY

Weddings in the Sanctuary can be livestreamed and video-recorded (ceremony only, using two cameras and a switcher). This requires an additional technician at the rehearsal and at the ceremony. For a livestreamed ceremony in the Sanctuary, UBC will provide a private link through the church's video provider for people to view during and after the ceremony.

If an outside videographer is used, the bridal couple should meet with the videographer well in advance to determine what they want recorded (e.g. wedding, reception, departure, etc.)

Equipment will need to be set up no later than 30 minutes prior to the wedding.

Unstaffed video recording from the choir loft may be done in a discreet way so as not to detract from the ceremony.

Videographers are responsible for resolving conflicts with the church sound system. Demonstration of non-conflict must be satisfactory to the lighting/sound technician responsible for sound reinforcement and recording of the service and must occur at least one hour before the ceremony begins. The UBC technician's decision will be final. If possible, this discussion should happen at the rehearsal to allow time for any additional planning on the part of the videographer.

Family and friends should be notified of these guidelines too, so that the ceremony will not be disrupted. Please be sure your videographer has a copy of these guidelines (see XIII. To the Photographer and Videographer, page 12).

XI. RECEPTIONS (FOR UBC MEMBERS ONLY)

If you plan to have your wedding reception at UBC:

UBC's Harris Hall will accommodate up to 200 people for a seated reception. UBC's east lawn may be used for additional reception space. When you book your wedding, you should also reserve Harris Hall and/or the east lawn if you plan to use those spaces for your reception. Weather-related contingency plans for outdoor receptions must be decided with the Wedding Coordinator at least 7 days before the wedding. Additional decorations for the east lawn will be provided at the sole expense of the wedding party and must be approved in advance by the Wedding Coordinator. Please also review the building use restrictions in Reservations and Facilities in Section II.

Furniture available for a reception includes standard six- and eight-foot banquet tables, five-foot round tables and fixed-legged padded chairs. The following may also be used: crystal plates and cups; dessert forks; punch bowl and ladle. A replacement fee for lost or broken items will be charged to the wedding party. UBC tablecloths may not be used. Additional furniture and supplies beyond UBC's inventory must be rented or provided at the sole expense of the wedding party.

Two paid UBC kitchen employees are required at the rate of \$25 per hour for a minimum of 2 hours per employee (\$100 minimum) for members.

If an outside caterer is used, they will be responsible for all off-site preparations and serving details of the reception. They will need to furnish personnel for setting-up equipment and serving the food. Caterers may use UBC refrigerators and sinks.

The church custodian on duty will be responsible for heating/cooling, trash disposal, vacuuming, and returning the reception area to the original arrangement. He/she will assist in setting up and/or moving furnishings but will not assist with decorating for the reception or with removal of decorations.

Decorations may be placed in the reception area only on the day of the wedding unless prior arrangements are made with the UBC Wedding Coordinator. Electric candles may be used on tables only. All decorations and equipment (e.g. dishes) must be removed immediately after the reception and no later than 10:00 pm. A late fee of \$100 will be assessed for each 15-minute period for receptions lasting past 10:00 pm.

If a sound technician is required for the reception, see the fee schedule in Section III. Fees and Payment Schedules, page 5.

XII. WEDDING CHECKLIST & TIMELINE

- Contact the UBC Wedding Coordinator for available dates and make an appointment to meet with the Wedding Coordinator. Appointments will be scheduled during UBC office hours, Monday-Thursday.
- Submit the completed "Wedding Application" (see XVII. Wedding Application, page 17) and deposit to University Baptist Church.

Three months before the Wedding:

- Schedule premarital counseling with UBC minister.
- Schedule an appointment with the UBC Wedding Coordinator. Appointments will be scheduled during UBC office hours, Monday-Thursday.

Six weeks before the Wedding:

- Submit all media material to the Wedding Coordinator.
- Submit copies of your minister's certificate of ordination or licensing.

Two weeks before the Wedding:

- Pay balance due to University Baptist Church.
- Submit edits/changes to media material to the Wedding Coordinator.
- Submit an order of worship for the ceremony to the Wedding Coordinator.

At the Rehearsal:

- Pay fees to officiating minister and musicians (when applicable).

XIII. TO THE PHOTOGRAPHER & VIDEOGRAPHER

The wedding policies which concern the work of photographers and videographers at weddings at University Baptist Church are listed below. These requirements must have your cooperation.

1. No flash photography may be taken during the ceremony.
2. The photographer/videographer should not draw attention to himself or herself by taking pictures/video from conspicuous locations during the ceremony. From the back third of the room, he or she may take pictures/video of the wedding party going down the aisle or coming out. Time exposures may be made during the ceremony from the rear of the Sanctuary or Watson Chapel. Pictures/video may be taken in the aisle before and after the ceremony.
3. Photographs/video MAY NOT be taken from the pulpit platform, choir area or the front of the aisle during the processional of the ceremony. Photographers and videographers are to be unseen, unheard and unnoticed by the worshipers. Unstaffed equipment may be placed discreetly on the platform area, at least 30 minutes prior to the ceremony, with prior placement approval of the Wedding Coordinator.
4. Standing or placing equipment on the pews or other furnishings in a way that would damage them is not permitted. The photographer/videographer must bring a protective cloth to protect pews/furniture from such use.
5. It is suggested that you arrange with the bride to take as many pictures as possible prior to the hour of the wedding. The pre-wedding photography session should end at least 30 minutes before the ceremony. If the balcony is not occupied by guests, photographers using silent equipment, without flash bulbs, may take exposures from the Sanctuary balcony.
6. Remember that guests will be waiting for the reception. The photographer and the bride should plan, in advance, the list and order of shots to be made following the ceremony.
7. Smoking or other use of tobacco and/or alcohol products are not permitted in the church buildings or on UBC property.

For the wedding of:

Bride

AND

Groom

Date



2720 Wabash Avenue ♦ Fort Worth, TX 76109 ♦ 817.926.3318

XIV. TO THE FLORIST

The wedding policies which concern the work of florists for weddings at University Baptist Church are listed below. These requirements must have your cooperation.

1. UBC will be open four hours prior to the wedding for delivery of flowers and decorations.
2. Nails, tacks, staples, pins, duct tape, wire or other materials which may permanently deface the building or furnishings may not be used in decorations. Wrapped wire or ribbons may be used to fasten bows or flowers on the pews.
3. With the exception of a unity candle, only electric candles may be used.
4. No flowers of any type may be placed on the piano or the organ console. All flowers must be properly placed to prevent water damage on church furniture. Flower stands are preferred.
5. If present, choir chairs and greenery on the Sanctuary platform may not be moved. Special decorations used by the church (e.g. Christmas, Easter, Missions Month flags) may not be moved, but may be used as part of the wedding decorations.
6. Only dye-fast silk flower petals may be used in the aisle.
7. Two brass table candelabras and two brass floor candelabras (each holding seven electric votives) are available for use.
8. All flowers, decorations and equipment must be removed from the building immediately following the wedding ceremony. The facilities must be left in the same order in which they were found. The bride should instruct the florist if flowers or other decorations are to be donated for use in a worship service at the church.
9. Smoking or other use of tobacco and/or alcohol products are not permitted in the church buildings or on UBC property.

For the wedding of:

Bride

AND

Groom

Date



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XV. TO THE CATERER

The wedding policies which concern the work of caterers for weddings at University Baptist Church are listed below. These requirements must have your cooperation.

1. UBC members may host their wedding reception in Harris Hall and/or on the east lawn, each of which will accommodate up to 200 for a seated reception.
2. Furniture available for a reception includes standard six- and eight-foot banquet tables, five-foot round tables and fixed-legged padded chairs. The following may also be used: crystal plates and cups, dessert forks, punch bowl and ladle. A replacement fee for lost or broken items will be charged to the wedding party. UBC tablecloths may not be used.
3. Outside caterers are responsible for all off-site preparations and serving details of the reception. Caterers will need to furnish personnel for setting-up equipment and serving the food. Caterers may use UBC refrigerators and sinks. This area is to be left clean and in the order in which it was found.
4. Only a UBC paid kitchen employee may operate the dishwasher and other kitchen equipment. Those employees are to be contracted through the UBC Wedding Coordinator as part of the wedding party planning.
5. Building will be open four hours prior to the wedding.
6. All decorations and equipment (e.g. dishes) must be removed immediately after the reception and no later than 10:00 pm.
7. The church custodian on duty will be responsible for heating/cooling, trash disposal, vacuuming and returning the reception area to the original arrangement. He/she will assist in setting up and/or moving furnishings, but will not assist with decorating for the reception or with removal of decorations, food, etc.
8. Alcoholic beverages of any kind are not permitted within the church building or on church property.
9. Smoking or other use of tobacco products are not permitted in the church building or on UBC property.

For the wedding of:

Bride

AND

Groom

Date



2720 Wabash Avenue ♦ Fort Worth, TX 76109 ♦ 817.926.3318

XVI. HOLD HARMLESS AGREEMENT

Name of sponsoring organization: University Baptist Church

Address: 2720 Wabash Ave. Fort Worth, TX 76109 Telephone: 817.926.3318

Description of activity: Wedding decorating at UBC

Date(s) of activity: _____

Participant Information (To be completed by participant or authorized guardian)

Name of participant: _____ Date of Birth: _____

Name of parents/guardians (if applicable): _____

Address: _____ Telephone: _____

Name of emergency contact: _____ Telephone: _____

List allergies or medical conditions: _____

Is UBC authorized to approve medical treatment? ☐ Yes ☐ No

Is participant covered by personal/family medical insurance? ☐ Yes ☐ No

If yes, name of insurer: _____

Policy or group number: _____

RELEASE OF LIABILITY

I acknowledge that participation in the activity described above involves risk to the participant (and to the participant's parents or guardians, if the participant is a minor), and may result in various types of injury including, but not limited to, the following: sickness, bodily injury, death, emotional injury, personal injury, property damage, and financial damage.

In consideration for the opportunity to participate in the activity described above (the "activity"), the participant (or parent/guardian if the participant is a minor) acknowledges and accepts all risks of injury associated with participation in and transportation to and from the activity, whether foreseen or unforeseen. The participant (or parent/guardian) accepts personal financial responsibility for any injury or other loss sustained during the activity or during transportation to and from the activity, as well as for any medical treatment rendered to the participant that is authorized by University Baptist Church or its agents, employees, volunteers, or any other representatives (collectively referred to as the "Church"). FURTHER, THE PARTICIPANT (OR PARENT/GUARDIAN) RELEASES AND PROMISES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CHURCH FOR ANY INJURY ARISING DIRECTLY OR INDIRECTLY OUT OF THE DESCRIBED ACTIVITY OR TRANSPORTATION TO AND FROM THE ACTIVITY, WHETHER SUCH INJURY ARISES OUT OF THE NEGLIGENCE OF THE CHURCH, THE PARTICIPANT, OR OTHERWISE. (Notwithstanding the above, this Release of Liability does not apply to any injury to the extent that it is covered by insurance, up to the policy limits of such insurance.)

If a dispute over this agreement or any claim for damages arises, the participant (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative dispute resolution process. If the participant (or parent/guardian) and the Church cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution in accordance with the rules of the American Arbitration Association.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS RELEASE BY READING IT BEFORE I SIGNED IT.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

(Participant and/or parent/guardians if participant is a minor)



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Wedding Application

DATE OF WEDDING: _____ TIME: _____

DATE OF REHEARSAL: _____ TIME: _____

WEDDING LOCATION: ☐ Sanctuary ☐ Chapel (*October 1-April 30 only*)

RECEPTION LOCATION: ☐ Harris Hall ☐ East Lawn
(MEMBERS ONLY)

Bride's Name _____

Address _____

City/State _____ ZIP _____

Cell Phone _____

Email _____

Bride's Parents _____

Parents' Phone(s) _____

Are you or your parents members at UBC? ☐ Yes ☐ No

Groom's Name _____

Address _____

City/State _____ ZIP _____

Cell Phone _____

Email _____

Groom's Parents _____

Parents' Phone(s) _____

Are you or your parents members at UBC? ☐ Yes ☐ No

Minister _____ Phone _____

Florist _____ Phone _____

Caterer _____ Phone _____

Photographer _____ Phone _____

Videographer _____ Phone _____

We have carefully read the UBC Wedding Policies and agree to abide by the guidelines included. We will inform our wedding party and those hired to provide services of the rules and regulations pertaining to weddings at University Baptist Church.

Signature of Bride

Date

Signature of Groom

Date

FOR OFFICE USE ONLY:

() Deposit Check \$ _____

Date Received _____

() Deposit Cash \$ _____

Date Received _____

By _____

