

# A STATEMENT OF WEDDING POLICIES FOR THE USE OF FACILITIES OF

University Baptist Church  
2130 Guadalupe Street Austin, TX 78705  
(512) 478-8559

Participant 1:		Member of UBC? _____, Yes _____, No
Address of Participant 1 (Street, city, state, zip):		If not a member of UBC, Where?:
Home Phone:	Work Phone:	
Participant 2:		Member of UBC? _____, Yes _____, No
Address of Participant 2 (Street, city, state, zip):		If not a member of UBC, Where?:
Home Phone:	Work Phone:	

Date of Wedding:		
Month:	Day:	Year: Time:
Date of Rehearsal:		
Month:	Day:	Year: Time:
Name and Phone number of contact person in case Bride or Groom cannot be reached:		Relationship:
Officiating UBC Minister:	Name of person to officiate if not from UBC (must be approved and invitation extended by a UBC minister):	
Facilities Requested:		
<input type="checkbox"/> Sanctuary only <input type="checkbox"/> Sanctuary, Bride & Groom rooms		
Name/Phone of Photographer:	Name/Phone of Organist:	Name/Phone of Florist:
Name/Phone of Videographer:	Number anticipated to attend wedding:	

AGREEMENT		
<p>I/We, the undersigned, in consideration of being allowed to use the property and facilities of the University Baptist Church in Austin, Texas, do agree to hold the said Church, its agents, members and employees harmless from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities. By signing in space below, (I) or (we) acknowledge that (I) or (we) have received a copy of the UBC wedding policies and agree to adhere to them.</p>		
Signed _____ Date _____ Signed _____ Date _____		
Building Use Fee Quoted:	Custodial Fee Quoted:	Wedding Consultant Fee Quoted:
Minister Honorarium Quoted:	Organist Fee Quoted:	Total Due:

PLEASE DO NOT WRITE IN THIS SPACE.	THIS SECTION TO BE COMPLETED BY UBC STAFF ONLY.
DEPOSIT: PAID DATE: _____ CK# _____ AMOUNT: \$ _____	
Amount DUE in FULL 30 DAYS PRIOR to wedding: \$ _____	Date PAID in full: _____

## UNIVERSITY BAPTIST CHURCH WEDDING POLICY

At University Baptist Church (UBC), your wedding ceremony will be a service of spiritual significance. The following requirements will become a part of the building use contract and careful attention to each item will insure a beautiful ceremony.

### SCHEDULING AND RESERVATIONS:

Your application for the use of UBC facilities must be received in the church office with the deposit, prior to any public announcement or any invitation being issued.

### CONSULTATION WITH THE MINISTER:

The Bride and Groom must have at least one scheduled conference with a minister of UBC prior to the wedding. Use of other ministers in the ceremony must be approved, and an invitation extended by a UBC minister.

### BUILDING EXPENSES, CONSULTANT AND CUSTODIAL FEES:

<u>ROOMS USED</u>	<u>Building Fee</u>	<u>Consultant</u>	<u>Custodial Fee</u>
Rehearsal - Sanctuary	\$200.00	\$100.00	\$ 75.00
Wedding - Sanctuary Only	\$450.00	\$100.00	\$125.00
Wedding - Sanctuary, Bride & Groom Rooms	\$650.00	\$150.00	\$125.00

#### Sound System

Use of the sound system is available for an additional fee of \$200.00

Wedding rehearsals have a time limit of 2 hours. If the rehearsal should run over this time limit, there will be an additional \$50.00 per hour building fee and a \$25.00 per hour custodial fee charged.

The agreed upon fees must be paid as follows: A deposit of \$400.00 is to be made upon finalization of the date to the church calendar. This is a non-refundable deposit. The date of the facilities cannot be reserved without this deposit. The deposit will be deducted from your final cost. Payments must be made through the church office. **No refund of the deposit will be made if the wedding is canceled.**

The remaining balance due must be paid in full at least 30 days prior to the wedding.

### DRESSING ROOMS FOR THE WEDDING PARTY:

The Bridal party usually dresses in the college room. The Groom's party will dress in the Library.

### **ORGANIST:**

- Organist or use of the organ will be referred to the UBC Organist. It will be your responsibility to contact the organist. You may get the organist phone number from the church office.

### **DECORATIONS:**

- Nothing may be attached to walls or ceiling.
- The communion Table may be moved to the side, but must remain in the sanctuary. No flowers or other decorations are to be placed on the communion table.
- Only ribbon or specially designed pew clips may be used to secure bows and flowers to pew ends. No pins, tacks, tape or other materials that may harm the wood, fabrics, furniture or furnishings are to be used.
- Candelabras must have floor covering beneath them to catch the candle wax, or use dripless candles. The church does not have candelabras available. Candles or candle holders are not allowed on the marble baptismery or anywhere on any marble surfaces
- Floral arrangements with wet blocks must have plastic or foil under the arrangement for protection.
- The use of real Flowers / Rose Pedals tossed by the flower girl(s) are allowed but must be picked up by the couple.
- All decorations and candles are to be removed immediately after the wedding by the wedding party.

### **PHOTOGRAPHY:**

- No flash shall be used after the processional and before the recessional.
- During the ceremony the photographer/videographer must not move around in the Sanctuary
- Pictures may be taken before or after the ceremony in any part of the building.

### **GENERAL ITEMS:**

Alcoholic beverages are not allowed on any part of the church property.

Care must be taken that birdseed, or other similar items are not distributed or used inside the building or thrown in the outside area at the front doors. (*We do not allow Rice to be used our facility*)

The florist, photographer/videographer, and caterer must be informed of the church rules regarding services at UBC.

All rented equipment must be removed from the building immediately following the wedding.

The church does not allow rental of the Fellowship Hall or Kitchen for non-member receptions.

**The couple will be monetarily responsible for any damages to the church and for the cost of repair or replacement of any broken or damaged property.**