



**Wedding Policies**

Our church is glad to make our facilities available to you for your wedding celebration. These guidelines and policies will help to make your special day a beautiful occasion and a worshipful, sacred event, and they will also help us be good stewards of our church home.

**Deposits**

The deposit will reserve the date for your wedding. Please refer to the list of fees associated with a typical wedding at Lake Shore. After the wedding, the full deposit will be refunded to you as long as the facilities are not damaged in any way and no church items have been lost. Please provide us with the address that you would like us to use for the refund. If your plans change before the wedding, the deposit will be refunded to you up to one month before the scheduled ceremony.

**Scheduling**

Please call the church office to request availability of time and date you wish to reserve. If available, the date may be reserved by completing the attached form and submitting it to the church office along with your deposit at least six months, but no more than one year, before your wedding. The church is not available for weddings on Sundays, Christmas Eve, New Year's Eve, Easter, or during Holy Week. Saturday weddings must start before 6pm.

Please make an appointment with the church liaison three months prior to the wedding date to begin making necessary arrangements. The building will be available for a two-hour rehearsal the day before the wedding and the building will be opened three hours prior to the wedding time. All these times should be indicated on your reservation form. If these times do not fit with your needs or if you need additional time for decorating, please arrange with the church liaison what time you will need in the building.

**The Minister**

The ordained clergy at Lake Shore Baptist Church may be available for your wedding, though you will need to ask the minister personally in addition to reserving the building. If a minister other than one of the Lake Shore pastors is officiating at your wedding, please discuss your plans with one of Lake Shore's ministers. Pre-marital counseling is encouraged.

**The Church Liaison**

The church's liaison will assist with onsite details, manage logistics and scheduling, answer questions, and provide access to the building. The church liaison will meet with you prior to the wedding, and is responsible for filling out work orders for the custodian and making other arrangements with church staff. The liaison will be present at both the rehearsal and the wedding.

**Music and Sound System**

Our organist may be able to play for your wedding; however, if the organist is unable to play for the service, he/she may be able to suggest the name of another musician to contact. If you use a guest organist we ask that your organist be in touch with our organist regarding access to and use of the organ. Music should be sacred in nature and uplift what is beautiful and good. Sound tracks and other recorded music are discouraged. If you choose to use

other musicians, make arrangements with them. Please discuss sound system needs with the church liaison prior to your rehearsal.

### **Ceremony**

1. Readings of scripture, prayers, a homily, communion and sacred vows are typical elements of a wedding at Lake Shore Baptist Church.
2. Photography – During the service, it is our strong recommendation that flash photography be used only for the processional and recessional. Flash photography should not be used during the rest of the service. Make sure you communicate your wishes to the photographer.
3. Video – It is best to set up video equipment in the back of the room. Videographers moving about during the ceremony are a detriment to the sacredness of the moment. Make sure to communicate your wishes to your videographer.
4. Candles and Flowers – Protect all furniture and floors from candle wax and water. Discuss candle and flower use with the liaison. (For example, something under candles or containers of water.)

*In addition to the above guidelines, your officiating minister will likely have suggestions, preferences and policies which will come into play as you plan your service.*

### **Restrictions**

1. Please do not place anything on our piano or organ.
2. Please do not nail, tape or staple anything to the walls.
3. Smoking and alcoholic beverages are not permitted on Lake Shore property.
4. Instruments, crosses, and large art may not be moved. Church banners, pulpit, choir rails, and other furniture may be moved but then returned to original location, all under supervision of the church custodian. This requires a prior work order and may incur an additional cost.
5. Rice and birdseed may not be used on church property. Bubbles are permitted outside the building.

### **A Few Things to Consider**

1. The sanctuary will hold 275 comfortably.
2. Our facilities are suitable for small receptions. If the kitchen is used it must be left clean and in order. No linens or dishes are available.

### **Wedding Itinerary**

Please provide a wedding itinerary to the church liaison one week before your service. This sheet should contain every detail anyone might need regarding your wedding. In addition to names and numbers for hotels, photographers, florists and caterers, you should have relevant times for the wedding day and the basic flow of service.

### **Clean-Up**

The building must be left the way you found it. Remove all decorations and trash. Cleaning arrangements must be communicated to the church liaison prior to the wedding. Failure to leave the church in good condition will result in the loss of your deposit.

# Lake Shore Baptist Church Wedding Fees

**All fees are due 30 days prior to wedding**

## Required Fees

In exceptional circumstances, the following deposit and fees can be revised or waived by the pastor in consultation with the chair of the deacons.

Member		Non-Member	
Deposit	\$150.00	Deposit	\$300.00
Use of Sanctuary	\$100.00	Use of Sanctuary	\$300.00
*Sound System Operator	\$100.00	*Sound System Operator	\$100.00
Lake Shore Liaison	\$150.00	Lake Shore Liaison	\$150.00
Custodian	\$150.00	Custodian	\$150.00
<b>Total: \$650.00</b>		<b>Total: \$1000.00</b>	
<b>(After returned deposit): \$500.00</b>		<b>(After returned deposit): \$700.00</b>	

\*If you do not use the Lake Shore sound system, the operator fee will be waived. If you wish to use the sound system in any capacity, this fee is required.

## Optional Fees

Both Member and Non-Member	
Church Organist	\$225.00
Deposit <i>(for use of Kitchen/Blue Room)</i>	\$50.00
Custodian	\$50.00
<i>(additional fee with use of Kitchen or Blue Room)</i>	

Separate checks must be written to:

- Minister *(suggested honorarium of \$250.00 for non-members)*
- Lake Shore Liaison
- Sound System Operator
- Church Organist
- Custodian

*Consult the Lake Shore Liaison for a list of the above names.*

One check may be written for:

- Deposit *(Deposits due six months prior to wedding. The deposit will be returned if the facilities are not damaged and no church items have been lost.)*
- Use of Sanctuary

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lake Shore Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_