

**MAJORITY BAPTIST CHURCH**  
400 Barksdale Blvd  
POB 6032  
Spartanburg, SC 29304  
864-582-0675  
Rev. Dr. Marcell D. Bush, Senior Pastor

**GUIDELINES FOR WEDDINGS AND RECEPTIONS**  
Usage Fees for Church Members And Inactive Members

**DEPOSIT FEE:** A refundable deposit of \$150.00 is required when you return this form. This is refundable only if the Church facilities are not damaged and left in order, and the time limits are followed.

1. Every one-half hour over the time limit will cost \$25.00. This will be deducted from your deposit. Whereas, one-half hour over = \$25.00, one hour over = \$50.00, and so on.
2. The deposit will also be used, if necessary, to cover damages incurred to the Church facility by the wedding party, or if there is excessive amounts of cleaning needed after the wedding.

**FEES FOR THE USAGE OF THE CHURCH FACILITIES**

Clean Up Fee	\$ 50.00
Audio Ministry (Sound System, Fri & Sat)	\$ 50.00 each day
Minister's Honorarium	Optional Member
Minister's Honorarium	\$150.00 Inactive Member
Sanctuary	\$300.00 Inactive Member
Rehearsal Dinner	\$ 75.00 Inactive Member

**GUIDELINES FOR USE OF THE SANCTUARY AND/OR GYMNASIUM**

1. No food or drink is to be taken into the sanctuary.
2. No rice or bird seed is to be thrown inside the Church buildings, or outside the Church buildings. The bags are to be thrown without being opened.
3. Drip less candles must be used with a clear plastic covering on the carpet.
4. The furniture on the pulpit can only be removed by Authorized Church Personnel
5. The Church sound system is to be operated by Church authorized personnel only.
6. All decorations and accessories must be removed immediately after the wedding ceremony. If not, the Church will dispose them. Arrangements must be made with the Church Office prior to the wedding.
7. **All Wedding Ceremonies are to take place from the floor of the Sanctuary in front of the pulpit (no exceptions).**
8. The **Pulpit Podium** cannot be moved or removed from the pulpit.
9. The Communion Table, Pulpit Chairs, and Pulpit Side Table can be removed, but only by Authorized Church Personnel.

**GUIDELINES FOR USE OF GYMNASIUM AND KITCHEN**

1. No food, paper, or cups are to be left on tables, or on the floors.
2. All tables and chairs are to be returned to their original position.
3. All food and drink must be consumed in the gymnasium only.
4. We ask that Caterer clean the kitchen before leaving.  
The Church does not supply cleaning supplies.
5. If decorations and accessories are not claimed within one week, the Church will dispose them.
6. Caterer is responsible for table cloths, paper goods, eating utensils, plates, napkins., etc

**TIME LIMITS**

Wedding: Limited to two (2) hours

The Church building will be opened one hour before the wedding so that the wedding party can change clothes.

Wedding Rehearsal: Limited to two (2) hours (beginning no later than 6:00 PM)

Rehearsal Dinner: Limited to one (1) hour (Ending no later than 9:00 PM)

Reception: Limited to two (2) hours

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**ROOMS REQUESTED**

		FEES TO PAY
Deposit Fee: \$150.00		\$ _____
_____ Audio Ministry (Fri & Sat)	Cost: \$ 50.00 each day	\$ _____
_____ Minister's Honorarium	Optional	\$ _____
_____ Cleaning Fee	Cost: \$ 50.00	\$ _____
Total		\$ _____

**AGREEMENT**

We agree to comply with Church rules and regulations regarding weddings and receptions. We understand that the Church is not responsible for the loss or damage to personal property used in the wedding or receptions.

If you cancel your wedding, you agree to contact the Majority Baptist Church office immediately. If you do not contact the Church office, the \$150.00 deposit will be withheld.

Bride	Date
Groom	Date

**NOTE**

The date of your wedding will not be confirmed until this form and the deposit of \$150.00 is returned.

**OFFICE USE ONLY**

Pastor's Calendar \_\_\_\_\_ Church Calendar \_\_\_\_\_ Church Attendant \_\_\_\_\_

Monies received      Total Cost of wedding: \$ \_\_\_\_\_

Paid                      \$ \_\_\_\_\_                      Date: \_\_\_\_\_

Balance                      \$ \_\_\_\_\_                      Date: \_\_\_\_\_

Paid:                      \$ \_\_\_\_\_                      Date: \_\_\_\_\_

Balance                      \$ \_\_\_\_\_                      Date: \_\_\_\_\_

Paid:                      \$ \_\_\_\_\_                      Date: \_\_\_\_\_

Balance                      \$ \_\_\_\_\_                      Date: \_\_\_\_\_

Paid:                      \$ \_\_\_\_\_                      Date: \_\_\_\_\_

Balance                      \$ \_\_\_\_\_                      Date: \_\_\_\_\_