

Wedding Facilities and Equipment Use Request

Louisa Baptist Church

305 E. Main Street, P.O. Box 552, Louisa, VA 23093
(540) 967-1364 louisabaptist@verizon.net

Bride's name: _____ Member of LBC? _____

Present address: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Email: _____

Groom's name: _____ Member of LBC? _____

Present address: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Email: _____

Married address: _____

Officiating Minister: _____

Minister's Church affiliation: _____

Please reserve the following:

Sanctuary for rehearsal Date _____ Time: _____ to _____ Rehearsal time: _____

Sanctuary for wedding Date _____ Time: _____ to _____ Wedding time: _____

Fellowship Hall for rehearsal dinner? *Yes/No* Date _____ Time: _____ to _____

Kitchen needed for dinner? *to cook in: Yes/No* time: _____ to _____ *to serve from: Yes/No* time: _____ to _____

Fellowship Hall for wedding reception? *Yes/No* Date _____ Time: _____ to _____

Kitchen needed for reception? *to cook in: Yes/No* time: _____ to _____ *to serve from: Yes/No* time: _____ to _____

Other rooms needed? *Yes/No* If yes, please specify: _____

Audio equipment needed? *Yes/No* Organist/pianist needed? *Yes/No*

Number of attendants in wedding party _____

Expected wedding attendance? _____ (Must not exceed Sanctuary limit of 250 people)

Expected reception attendance? _____ (Must not exceed Fellowship Hall limit of 225 people)

Fees will be per fee schedule found in the Policy for Facilities and Equipment Use. Only Christian services may be performed at LBC. Dropped flower petals used by flower girl/boy must be silk. Aisle runners are discouraged for safety reasons. The church has the following items which you may use: white steps to the pulpit area, two black metal candelabras, and candle lighters.

Your reservation will be confirmed after receipt of this completed form and the security deposit. A security deposit of \$200.00 is required and will be refunded if property is left in the original state and clean.

We have read and agree to comply with the Louisa Baptist Church Policy for Facilities and Equipment Use.

Signature of Bride Date Signature of Groom Date

Signature of adult responsible for LBC policy compliance after departure of Bride & Groom (*must* be present) Date

Signature of Approval from LBC Property and Use Focus Group Date

Facilities Fee: _____

Audio/Visual Attendant Fee: _____

Kitchen Attendant Fee: _____

Facility Attendant Fee: _____

Total Fees: _____

Deposit paid: _____

Deposit refund request submitted _____

Facility/Attendant Fees

Church Affiliation	Event	Time Limit (hrs)	Sanctuary	Fellowship Hall	309 Annex	Additional Cost Per Hour	Individual Rooms/Hr (8-5 M-F)	Individual Rooms/Hr (off hrs)	Additional Hours Use/Fee	Fees Applied
Church Family	Funeral/Memorial		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00
Church Family	Wedding/Rehearsal*	4	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
Church Family	Other Events	2	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00		
Non-Member	Wedding/Rehearsal*	4	\$300.00	\$200.00	\$50.00	\$50.00	\$30.00	\$50.00		
Non-Member	Funeral / Memorial	3	\$150.00	\$100.00	\$50.00	\$50.00	\$30.00	\$50.00		
Non-Member	Other Events*	4	\$300.00	\$200.00	\$100.00	\$75.00	\$30.00	\$50.00		
Supported Ministry**	Miscellaneous	4	\$50.00	\$50.00	\$25.00	\$25.00	\$25.00	\$25.00		
Audio/Visual Equipment*	Use Fees ->		\$50.00	0.00	0.00		0.00	0.00		
Audio/Visual Attendant***	Attendant Fee \$25/hr Per attendant									
Kitchen Use*	Use Fee \$100 +					\$25.00				
Kitchen Attendant***	Attendant Fee \$25/hr									
Facility Attendant***	Attendant Fee \$25/hr									
									TOTAL FEES	

*Reflects only fee involved with facility usage. Additional fees may apply.

**Supported Ministry includes those with line items in our budget unless excluded by Building Use Coordinator.

*** **Attendant must be present to operate audio/visual equipment, instruct use of kitchen and/or assist with facility use.**

Thank you very much for your concern, help and cooperation.

The LBC Building Use Coordinator is: Shirley Collins Phone: 540-872-0294

I have read and agree to all of the requirements of the attached LBC Facilities Use Policy:

Responsible Party (21 years or older): _____

Signature: _____ Date: _____

Valid ID Number: _____

Address: _____ City: _____ State: _____ Zip code: _____

Daytime Telephone: _____ Evening Telephone: _____

Return to: Louisa Baptist Church , P. O. Box 552, Louisa, VA 23093 - 540-967-1364