

Use of TCBC Church Buildings

Updated August 2022

Guidelines for Usage

The following categories constitute the types of events for which permission may be given to use the buildings/property of Twin City Bible Church (TCBC). Each individual event in these categories must meet the approval of the TCBC elders.

- Church-wide events
- Events sponsored by TCBC ministries
 - Care Groups
 - Children's Ministry
 - Student Ministry
 - Choir
 - Men's and Women's Ministries
 - Other formalized and recognized ministries
 - TCBC pastoral staff and/or Elders
- Weddings (fees apply; see pages 2-4)
- Showers – Wedding & Baby (see pages 3-4)
- Funerals of TCBC members or immediate family
- Milestone birthday and anniversary celebrations of senior TCBC members (fees apply; see page 4)
- Family Reunions of TCBC members (fees apply; see page 4)
- Para-church ministry events (if group is small, monetary gift accepted)
- Events sponsored by other churches (e.g. baptisms; monetary gift accepted)
- Educational or personal growth training. To be reviewed by elders as to material purpose and scope. (fee may or may not be required)
- Ardmore neighborhood meetings (fee may or may not be required)
- Events sponsored by City or County agencies (e.g. police, fire, sheriff's department, DWP, etc.; fee may or may not be required)

The following represent some common events that do not meet these guidelines:

- Family events/celebrations (birthday parties; graduation parties)
- Corporate/business meetings or events
- Any events or meetings sponsored by groups aggressively or openly opposed to TCBC's Statement of Faith, Bylaws, Elder position statements, or Missions/Vision Statement, or Marriage/Gender Statement

Wedding Policies & Procedures

Weddings are allowed at Twin City Bible Church (TCBC) for a man and a woman who have each demonstrated a personal and genuine faith in Christ, at least one of which is member of TCBC or the child of a member, and who affirm the church's doctrinal statement (including other position statements created by the Elders).

Premarital Counseling

In order to help couples enjoy a marriage built upon the proper foundation, premarital counseling will be provided by one of the Elders, Pastors, or someone approved by the Elders. Since the Bible is sufficient for individuals and their marriages (2 Tim. 3:16), all the counseling discussions will be rooted in Scripture, and any required reading will be based upon it.

Wedding Scheduling

Wedding scheduling requests can be made using the TCBC Ministry Event Request Form, available digitally on the TCBC website or church app or in hard copy form at the Welcome Desk. The request will then be submitted to the pastoral staff and/or Elders for approval. All requests are on a first-come, first-served basis. If the date is clear and no other conflicts are apparent, the wedding will be penciled in as tentative. Once an elder has signed off on the wedding, the user has signed this agreement, and payment has been made, the date will be officially marked as confirmed.

So that the church facility can be cleaned properly for the Sunday morning worship services, it is the church's preference that any wedding/reception that takes place on Saturday be scheduled in such a manner that the festivities end no later than 9:00 pm. See "After Event" section in the Use of Church Policy & Agreement on the last page.

Facilities

All fees for facility usage are based upon a flat rate. The amounts for church members and children of members are as follows:

- | | |
|----------------------------------------------------|----------|
| 1. Worship Center (including Lobby and restrooms) | \$100.00 |
| 2. Fireside Room (including kitchen and restrooms) | \$125.00 |
| 3. Classrooms (for changing) | \$0.00 |
| 4. Cleaning/Reset (for weddings only) | \$200.00 |

There is no additional charge for opening up the church building on Saturday morning for flower deliveries, etc.

Food Services

The kitchen is not a commercial kitchen. Therefore, please take this into consideration when planning the reception. There is no additional fee for kitchen usage, provided the Fireside Room has been secured. However, there may be fees if supplies in the kitchen or closet are used. If the use of kitchen supplies is requested through the TCBC Ministry Event Form, a member of the TCBC Kitchen Ministry Team will meet with a member of the wedding party and/or the wedding coordinator to discuss and approve these requests.

Services/Equipment

Audio/visual equipment for the Worship Center and Fireside Room requires at least one operator. Operator(s) must be part of the church Audio/Visual Team. The couple is responsible to request and schedule their A/V needs at least one month ahead of the wedding date by contacting the A/V Administrator, Micah Brown (mbrown@twincitybible.org). Items covered by the operator include audio/visual elements in the Worship Center, Lobby, and Fireside Room, and lighting in the Worship Center. The operator will commit to attending the wedding rehearsal

and having all A/V elements prepared at least 45 minutes before the start of the wedding ceremony. Livestreaming the wedding will require an additional A/V operator. The couple will need to communicate with the livestream operator when they would like the stream to begin. Please note the fees for A/V operators on the Use of Church Policy & Agreement on the last page. These fees are to be paid directly to the A/V operator(s).

Wedding Coordinator

When using the TCBC facility, the couple must identify a wedding coordinator who is approved or recommended by the church unless other arrangements have been made and approved by the church. It is the coordinator's responsibility to oversee all the logistics of the wedding, including helping with the rehearsal (if the officiating pastor so desires). Due to the flexible nature of the wedding coordinator responsibilities, the fees for any approved wedding coordinator are to be worked out between the couple and the wedding coordinator. Please contact the church if you would like a recommendation for a wedding coordinator.

Officiating Pastor

Any individual officiating the wedding or participating in a speaking capacity in the wedding ceremony who is not on staff or an elder at TCBC, must be approved by the Elders. The Pastors and Elders at TCBC do not charge for officiating or speaking for the wedding. Any honorariums given, therefore, are at the discretion of the groom and bride.

Music

All music utilized before, during, and after the ceremony must be approved by the TCBC staff and/or elders. It is common practice to remunerate each participant in the wedding music to reflect the amount of time given in music preparation. Due to the flexible nature of music requests, fees for wedding musicians are to be worked out between the couple and the musicians.

Wedding Attire

The wedding is a worship service that exalts Christ. The attire chosen must be modest and appropriate to that purpose. Wedding attire worn by the couple and the bridal party may need to be approved by the staff and/or elders of TCBC.

Showers Policies & Procedures

Wedding Showers

Wedding Showers are allowed for members of the church or the child of a member. For any wedding shower held at the church, a church-wide invitation can be sent via the *TC Connection* and/or *the Women by Design* Facebook page. Any wedding shower held off campus, however, will not have access to the church's social media or contact list.

Baby Showers

If desired by an expectant mother, a church-wide shower will be held for the first baby born AFTER the mother has become a member of Twin City Bible Church. The expectant mother's assigned Care Group shall organize this shower. An invitation shall be sent to the entire church via the *TC Connection* and/or *the Women by Design* Facebook page (the Lord's Day bulletin and

pulpit announcements will not be utilized for this publicity). This first shower may be held at the church.

For any subsequent babies born (after the first church-wide shower), additional showers or gifting events should be sponsored by the expectant mother's Care Group or by family/friends, and be held off campus. These privately sponsored events will not be publicized through the church's social media or church's contact list.

Use of Church Policy & Agreement

Facility Usage Fees (if applicable)

All fees for facility usage are based upon a flat rate.

1. Worship Center (including lobby and restrooms): \$100.00
2. Fireside Room (including kitchen and upstairs restrooms): \$125.00
3. Cleaning/Reset (for weddings only) \$200.00

Scheduling

For events that take place on a Saturday, the church requests that they end before or close to 9:00 pm.

Kitchen

The kitchen is not a commercial kitchen. Therefore, please take this into consideration when planning food for your event. There is no additional fee for kitchen usage, provided the Fireside Room has been secured. Fees may apply if kitchen supplies are used. These fees will be determined by the TCBC Kitchen Ministry Team.

Audio/Visual Equipment (AV)

Worship Center: In the event that AV will be used in the Worship Center, at least one operator is required.

Operators are secured through the church at a rate of \$150 each. This fee includes practice and set up time. If a livestream of the wedding is requested, an additional operator must be secured at the rate of \$50.

Fireside Room: If AV is needed in the Fireside Room, an operator may be secured through the church at a rate of \$50. **All A/V operator fees should be paid directly to the operator(s).**

After Event

All parts of the building and outside areas used for the event should be restored to the condition that they were in before your event (with the exception of taking out the trash, vacuuming, and cleaning bathrooms which will be done by the church's cleaning crew). This includes putting away tables and setting up chairs as they were before the event, as well as restoring anything else that was used. The TCBC Kitchen Ministry Team will instruct the event coordinator on how to clean and return any kitchen supplies that were used. All personal event decorations, flowers, food, etc. must be removed after the event by the family making the reservation (the church is not responsible for anything left behind that is not church property).

For weddings, the wedding party is responsible to pay a \$200 cleaning and set-up fee. This will cover the resetting of the auditorium, lobby, and Fireside Room to its original condition. This also covers the cleaning of bathrooms and the vacuuming of floors. The wedding party is responsible for securing three to four people, approved by the church, who will take care of the cleaning and set-up of the church after the wedding. The fee will be equally split among the cleaning/reset crew. All food, decorations, flowers, etc. that were brought in by the wedding party must be removed by the wedding party.

For all events, the event coordinator is responsible for ensuring that the building is locked and the alarm is set when the event is over.

Disclaimer of Liability for Personal Property and Personal Injury

Twin City Bible Church and its members are not liable for personal injury or for damage to or loss of personal property in or about the premises, regardless of the cause of such injury, loss, or damage. Users, for self and for users guests, heirs, executors, administrators, approved successors, and assigns, hereby release, relinquish and discharge, and agree to indemnify, protect and save harmless Twin City Bible Church and its members, their successors and assigns of an from any and all claims, demands, and liability for any injury to, including death of, persons caused by, growing out of, or happening in connection with, users use of the premises, fixtures, equipment, appliances, or by reason of any like or different casualty. In like manner and to the extent set forth in the preceding sentence, the user agrees to exonerate and save harmless Twin City Bible Church and its members even though the claim, or loss or casualty is attributable to the negligence of Twin City Bible Church and its members.

Worship Center: \$100 Fireside Room: \$125 Cleaning/Reset (Weddings Only): \$200

Event Date: _____

Total Payment Amount (if applicable): _____

Event Description: _____

Date Payment Received (if applicable): _____

User Name (printed)

Elder Name (for Weddings) or Representative Name (printed)

User Signature

Elder Signature (for weddings) or Representative Signature

Date Signed: _____

Date Approved: _____