



Renting Fellowship Bible Church Facilities for Your Wedding

How do I secure my wedding date on the church calendar?

Fellowship Bible Church requires that:

1. The proposed wedding date be set no sooner than five months from the initial date of the request;
2. The church must not have competing activities already scheduled for that date;
3. The pastor performing the ceremony agrees to that date and the FBC volunteer wedding coordinator is also available on that date; and
4. The premarital counseling is satisfactorily completed at least six weeks prior to the date requested and before mailing the announcements.
5. You agree and comply with Fellowship Bible Church's bylaws and constitution, particularly the Church's Statement of Marriage and Sexuality, as well as the Church's religious, educational, and charitable purposes.

What forms do I need to fill out?

If you plan to rent FBC facilities for your wedding, you must first fill out the "Wedding Arrangements Request Form." Upon returning the completed form, we will connect you with the Calendar and Facility Administrator who will meet with you and have you sign a building use contract. Please understand that returning the "Wedding Arrangements Request Form" *does not guarantee your desired date and time*. We must first verify that the building is available and you must be satisfactorily beginning the premarital counseling program.

What spaces are available to rent for my wedding?

Fellowship Bible Church offers the use of the following rooms in our facility for the ceremony:

- 800-seat Worship Center
- Choir Room and bathrooms behind the stage for the groom and his attendants
- Room 2-1 on Level 2 and the bathrooms next to it for the bride and her attendants
- Designated rooms available for child care
- The Hospitality Suite, including kitchen, is available for small receptions of 100-120 (may also be used for rehearsal dinner).

Your event must be over and all clothing, decorations, food and wedding-related items must be removed from the premises by 3:00 p.m. Saturday. We are not able to make an exception; this policy is in place so the building can be made ready for the Saturday evening service and Sunday morning services.

What else do I need to know about having my wedding at FBC?

- A Fellowship Bible Church sound technician will be provided for your ceremony. He or she will also be present at the rehearsal and is available for an on-site reception if requested (an additional fee).
- Certain rooms are available to rent for child care during the ceremony. This will be arranged when you sign the "Facilities Use Contract" through our Calendar and Facility Administrator. Neither child care personnel nor equipment will be provided.
- If needed, keys to the buildings will be made available through the church office.
- You are free to begin decorating in the Worship Center on the Friday morning before your wedding.

- Tasteful, appropriate dancing is permitted at FBC. However, no consumption of alcoholic beverages or smoking takes place on the church grounds. Your cooperation and that of your guests is essential and appreciated.
- After you begin premarital counseling and after you have coordinated with our Calendar and Facility Administrator to reserve the appropriate rooms/made a down payment for facility use, we will connect you with our volunteer wedding coordinator. She will meet with you to help organize and conduct your wedding rehearsal and ceremony. Should you already have your own coordinator, we would ask that he or she agree to work with our coordinator for the ceremony. We want to ensure that everything is done to make your wedding day as joyous as possible.

For more information or to begin process of requesting the church and/or premarital counseling, please contact Sherri Libby in the Family Ministries Office at sherril@fbcva.org.