



**SIERRA BIBLE CHURCH**  
 15171 Tuolumne Road  
 Sonora, CA 95370  
 209.532.1381 Fax 532.2369  
 SBC contact: carol@sierrabible.com

_____	Date Request was Received
_____	Tentatively Reserved on Computer
_____	Approved _____ Date
_____	Declined _____ Date

## WEDDING FACILITY REQUEST FORM

Event is **NOT** approved until **ALL** signatures have been received

Today's Date _____	# People Expected _____
Rehearsal Date: _____ Time: _____	Wedding Date: _____ Time: _____
SBC Pastor desired? Yes    No	Pastor's Name _____
<p><i>Saturday Weddings <b>MUST BE</b> finished and building vacated by 5:30pm.</i></p> <p><b><u>NO EXCEPTIONS</u></b> due to set-up and cleaning needs for Sunday Worship Services.</p>	
Names of Wedding Couple _____ & _____	
Contact Person _____	Home Phone _____ Cell _____
Email _____	
_____ Signature of Person Requesting Facility Use	

**TECHNICAL NEEDS:**

Video	DVD	Digital File
Projection	Lyrics & Images	PowerPoint
Audio	Microphone(s) – (# _____)	

Instruments (please list): \_\_\_\_\_

\_\_\_\_\_  
 Technician's Name(s): [Request Technician List](#)

Use of house system is for groups of 100 people or more. All other groups must use the recreational sound system only. Approved technician(s) must be secured before the use of the media systems can be confirmed. Technician(s) are to be paid \$75 for the first three hours of an event and \$18.50 for each additional hour (Worship Services excluded).

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Approval can only be given by the Pastor of Worship Ministries or the Church Administrator)

**STANDARD WEDDING SET-UP: Choice #1**

The SBC Family Life Center is set-up with a large center aisle with chairs on each side, in 12 rows evenly split to both sides of the center aisle. I will need \_\_\_\_\_ chairs. (425 chairs max)

Stairs at the center aisle will allow your wedding party to step up to the top of the stage.

**RECEPTION-STYLE WEDDING: Choice #2**

Round tables set-up with eight chairs each table. I will need \_\_\_\_\_ tables. (35 tables max)

**OUTDOOR WEDDING** requests must be discussed with our Office Administrator.

**DECORATIONS:** Decorations can be set-up day before wedding.

Time you plan to decorate: \_\_\_\_\_  
 Time of flower delivery: \_\_\_\_\_

**FILL OUT ONLY IF YOU PLAN TO HAVE RECEPTION AT SBC:**

If a reception is requested, prior approval must be received from the SBC Hospitality Team. An additional fee of **\$125** will be charged for our kitchen coordinator services.  
*(Additional fee waived if event is reception only.)*

**Reception Contact:** (Your contact person who will work with our kitchen coordinator.)

Name \_\_\_\_\_  
 Phone \_\_\_\_\_

**Reception Caterer:** (other than SBC)

Name \_\_\_\_\_  
 Phone \_\_\_\_\_

**FURNITURE SET UP NEEDS:**

\_\_\_\_\_ Chairs  
 \_\_\_\_\_ Round Tables (FLC – 35 tables maximum)  
 \_\_\_\_\_ Rectangle Tables: > \_\_\_\_\_ 8 ft > \_\_\_\_\_ 6 ft  
 \_\_\_\_\_ Podium  
 \_\_\_\_\_ TV/VCR/DVD

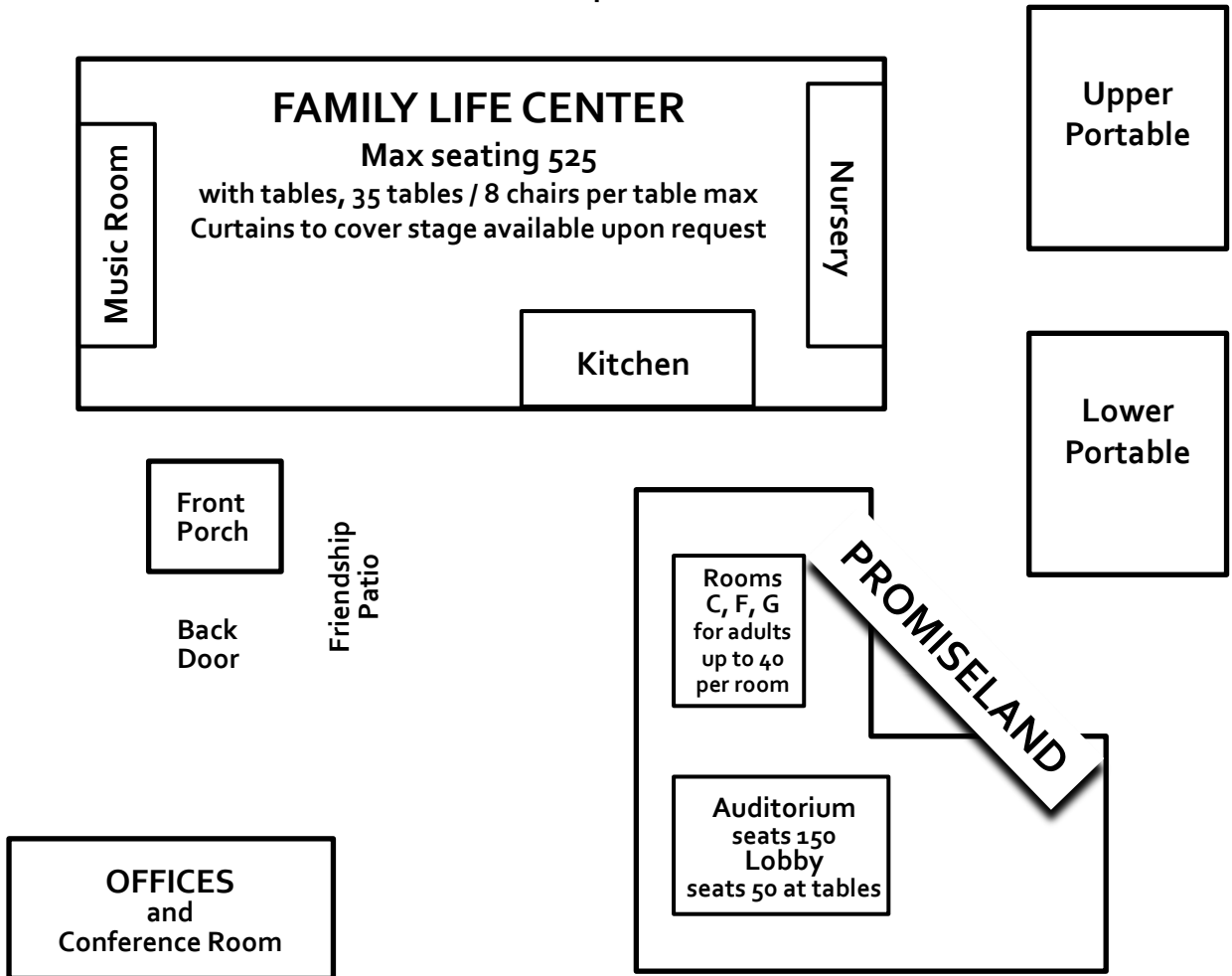
Other:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

+++++ **Room Set-up Request** +++++

**Facility Map (as of 2010)**

NOTE: Map is not to scale



**General Information:**

Bride's Name \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Bride's Parents' Name(s) \_\_\_\_\_

Address (if different) \_\_\_\_\_

Phone \_\_\_\_\_

Groom's Name \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Groom's Parents' Name(s) \_\_\_\_\_

Address (if different) \_\_\_\_\_

Phone \_\_\_\_\_

**Please Initial:**

\_\_\_\_\_ **I understand the Marriage Policy.**

\_\_\_\_\_ **I have read and understand the Church Usage and Hold Harmless Agreement.**

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

**Person Submitting Request**

# Sierra Bible Church

## Kitchen Use Contract

There is a \$100 fully-refundable deposit due when requesting use of this facility (this applies to non-SBC functions).

**All kitchen users MUST COMPLETE the following:**

- \_\_\_\_\_ All counters are clear and wiped down with available cleaning spray
- \_\_\_\_\_ Absolutely NO LEFTOVERS are to be left in the refrigerator/freezer: however, if you have a ministry/person who is taking them, be sure they are clearly marked with date they will be taken
- \_\_\_\_\_ Washcloths and dish towels are deposited in the green hamper, and tablecloths used for your function are laundered and folded, then returned to SBC (within 24 hours)
- \_\_\_\_\_ Floors are swept (it is not necessary to mop floors)
- \_\_\_\_\_ All kitchen supplies (plates, silverware, roasters, pots 'n pans) are accounted for and put back in their proper place
- \_\_\_\_\_ **NOTE: kitchen supplies are not to leave the SBC campus - if they are used in other buildings on the campus ... put them back!**
- \_\_\_\_\_ All supplies taken from the janitors closet are returned

Please initial each item above, then sign and date this with your name and address legibly written so we can return your deposit. THANK YOU!

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Address:  
\_\_\_\_\_  
\_\_\_\_\_



# Sierra Bible Church Marriage Policy

(Adopted on July 18, 2006)

**Applies to weddings done on SBC premises or performed by SBC members**

It is our desire that your marriage be the happiest relationship possible, and that it be all God intended it to be.

God created man and woman from the beginning and intended that they be joined in marriage so that each might give what the other lacked alone. We believe that the only Scriptural marriage is the joining of one man and one woman (Genesis 2:24). Since God designed the marriage relationship, it makes sense that He knows best how to build a happy marriage. God intended the husband and wife to live in the closest and most intimate of relationships for their own good, and for the stability of the family. Because of its centrality to do so much of the effectiveness of life and society, the marriage relationship is intended by God to be a permanent union. Every effort should be made and the highest priority established to maintaining and developing the marriage relationship.

As we read his Word, we are able to discern basic principles which must be understood and applied if we hope to experience joy and fulfillment in marriage. Ignoring these principles will result in frustration and possible failure in the marriage relationship.

Because we are committed to building strong marriages, we want to share the following guidelines. Our purpose is not to condemn or reject anyone, but to comply with God's principles for marriage.

1. We require a minimum of four pre-marital sessions. We desire couples being married at Sierra Bible Church to have surrendered their lives to Jesus Christ as Lord and Savior and be committed to establishing a Christian home.
2. In light of our purpose to introduce people to Jesus, we will marry unbelievers if they will allow us to teach them the biblical principles of marriage. Our prayer is that they will become believers in the process and, if not, will come to understand that marriage without Christ is not fulfilling and will turn to Christ later in their marriage.
3. We do not marry a professed believer to a professed unbeliever (2 Corinthians 6:14.)
4. Divorced persons may be considered for marriage at Sierra Bible Church should they meet one of these Biblical criteria:
  - \* Former spouse is deceased (Romans 7:2, 1 Corinthians 7:39)
  - \* Divorce occurred because of sexual unfaithfulness by spouse (Matthew 19:3-9)
  - \* Permanent desertion by unbeliever (1 Corinthians 7:15)
  - \* Remarriage of previously married couple before either has remarried (1 Corinthians 7:10-11 and Deuteronomy 24:2-4)

If a divorced person answers negatively in all cases, acknowledging that other extenuating circumstances often relate to divorce, a meeting with a Pastor may be arranged if desired by the couple to consider their individual case.

5. No remarriages after divorce of a spouse will be performed until at least one year has passed from the time the divorce is finalized and all avenues toward reconciliation have been pursued (1 Corinthians 7:10-11)
6. In case of premarital pregnancy, the marriage may or may not be performed depending on the maturity of the persons involved and other considerations.
7. God desires for us to discover his blessings through obedience to His commands. We believe that marriages should be built upon sexual purity before marriage, sexual oneness after marriage and exclusive commitment to the marriage partner. (1 Corinthians 6:18-20 and 1 Thessalonians 4:3-4)
8. No minister on the Sierra Bible Church staff will marry a couple if another minister of the church has refused to perform the ceremony.
9. We encourage and provide post-marriage counseling and encourage couples to attend marriage renewal seminars on an annual basis.



## Facility Rental/Use Policy for Sierra Bible Church

### Policy:

As a valuable community presence, Sierra Bible Church is to be made available for groups whose goals and activities are consistent with the church's intended purpose. We recognize that Sierra Bible Church is made up of believers, not buildings, and not every activity that takes place on the property is promoting our mission statement; however, any potential group should at least be screened by the following:

1. Are planned activities promoting thoughts or actions that could hinder or hurt a person's relationship with God or perception of God?
2. Are any planned activities supporting organizations that are opposed to biblical lifestyle standards?
3. Does this group support a specific political position or agenda that would cause dissention among members of Sierra Bible Church?
4. Are biblical values upheld and celebrated?
5. Is the function promoting a product or any other offering for money that could be considered a business promotion?
6. Does this activity take place at a time when any of our Sunday services or "in house" programming is inconvenienced, including set-up and take-down time?
7. Are appropriate Sierra Bible Church members available to provide staffing/supervision/clean-up?
8. Are any activities ones which would create an unnecessary risk to our property and liability coverage? Can they provide their own certificate of insurance, if needed?
9. Is Sierra Bible Church the option of last resort or are other community options available for rent?
10. Is the activity planned so far in advance that potential church-related programs are hindered?

## **Choosing Group Policy:**

- Sunday services are our number one priority.
- Sierra Bible Church programs primarily for church attendees are second priority.
- Activities for affiliated groups with some attendees of Sierra Bible Church are third priority.
- Events for groups or individuals outside of the Sierra Bible Church family are last priority.

The Elders always maintain the right of refusal or acceptance of any group as they deem appropriate. Either the Facilities Manager or Church Administrator and the Leadership Team member whose facility is being requested should both sign off within three days.

## **Stated rules all groups must abide by:**

- No alcohol on campus.
- No smoking or use of tobacco products
- No Family Life Center (FLC) use after 5:30pm on Saturdays – to allow proper time for set-up and/or rehearsal.
- Non-SBC groups may not book more than 90 days prior to event.
- No excessive noise outside after 10:00pm.
- Rental pricing will be flexible based on purpose, areas and services needed – and whether or not the group is from the Sierra Bible Church family.
- Weddings performed must be in agreement with Sierra Bible Church Marriage Policy.



## Facilities and Grounds Usage Procedures

God has especially blessed us to serve our church and community here in Tuolumne County. In light of this, we feel that we should maximize the use of what God has given us to use. This includes all of our property and buildings.

Here are four steps we as staff should use to make that happen:

**Purpose** Refer to the Facility Rental/Use Policy for Sierra Bible Church

**Priorities** Will the event/facility fit on the calendar? This will be done as staff at tactical meetings or on rare short notice (funerals) through email. The Church Administrator is responsible for overseeing the accuracy and conflict resolution of the property scheduling.

**Policies** Users of SBC facilities must acknowledge they will follow current policies in place. These include the Wedding Rental Policies, Use Policy, Promiseland Use Policy, and the childcare safety and security policies. In addition, groups will need to submit appropriate forms for rental, childcare, insurance, and the use request form (green sheet). SBC staff is expected to comply and set the example of cooperation of others.  
NOTE: Failure to comply with policies may, depending upon severity, result in warnings or loss of use privileges.

**Payment** For certain activities and uses of the buildings and property, there are fees. Some are childcare, weddings, funerals, and outside events. Rates will be clearly stated at the time of use request.



# Procedures for Wedding Reservations

## 1.0 Making Reservations

- .01 Applications for use of Sierra Bible Church facilities will be made with the Church's Facilities Secretary by completing the Wedding Facility Request Form (Form No. 11-37)
- .02 The Wedding Facility Request Form will include:  
Dates and times for rehearsal, wedding and reception
  - Sierra Bible Church facilities desired
  - Style of wedding (standard, reception)
  - Names of wedding couple and contact person
  - Times for decoration/flower delivery
  - Other pertinent information
- .03 Weddings are scheduled through the facilities Secretary or Church Administrator. A non-refundable deposit of \$50 will be required at the time of scheduling a wedding.
- .04 Weddings must be finished and facilities vacated by 5:30pm **NO EXCEPTIONS**, due to set-up needs and cleaning needs for Sunday Worship Services.
- .05 SBC requires that users of the facility complete and sign a Church Usage and Hold Harmless Agreement in addition to the Wedding Facility Request Form.
- .06 If a reception is requested, prior approval must be received from the SBC Hospitality Team. An additional fee of \$125 will be charged for our kitchen coordinator services.

## 2.0 Fee Schedule

- .01 The fee reflects actual out-of-pocket expenses to provide use of this facility:  
**\$750 (non-member)**  
**\$500 (SBC family)**

The above fee **includes:**

- Use of facilities for rehearsal and ceremony
- Setup and takedown of stages and chairs for the ceremony
- SBC Wedding Coordinator (mandatory) on premises at all times (\$125)
- Clean up before and after ceremony
- Use of piano and recreational sound system
- Custodial/Building Facility Person (mandatory) available on site

Fee **DOES NOT include:**

- Pastoral honorarium for performing ceremonies
- Use of SBC instrumentalist/accompanist (\$50)
- Use of sound board with sound technician (\$75/first three hours and \$18.75/hour after initial 3-hour period)
- Projection Technician (\$75/first three hours and \$18.75/hour after initial 3-hour period)
- Other rooms charged at \$10/hour per room
- \$125 fee will be charged for SBC Hospitality Team if reception is desired.

A non-refundable deposit of \$50 (applicable toward fees and to hold your reservation) must be paid to the church office at the time the Wedding Facility Request Form is submitted. The remainder of the fees are due two weeks before the wedding, along with a \$250 refundable damage/cleaning deposit (this check may be completed separately and will be refunded within seven days, less any charges for damages or excessive clean-up at the Wedding Coordinator's discretion).

### 3.0 Technical Needs

- .01 Technical needs can be met by using the Approved Technicians List with current names and phone numbers of SBC technicians. It is the facility renters responsibility to find technicians if needed.
- .02 Sound/Lighting and Audiovisual normally require two technicians.

### 4.0 Other Important Instructions

- .01 No alcoholic beverages may be served at the reception or allowed on church premises.
- .02 No smoking is allowed in any of the church facilities.
- .03 No red punch. No spigot dispensers.
- .04 No rice, confetti, bird seed or other substances shall be involved.
- .05 No tacks, tapes, or other materials leaving permanent marks (use masking tape ONLY when decorating).
- .06 **ONLY** drip less candles are to be used in the Family Life Center.
- .07 **SATURDAY WEDDINGS** may not begin any later than 3:00pm – building **MUST BE VACATED** by 5:30pm. Also, due to the thematic elements of our Sunday services, various sets will be on stage during your wedding.



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# Property Safety and Security

## CHURCH USAGE AND HOLD HARMLESS AGREEMENT

I/We the undersigned \_\_\_\_\_ (Name or Organization)  
 of the city of \_\_\_\_\_ state of \_\_\_\_\_ shall be using the  
 building and grounds of **Sierra Bible Church** from (date) \_\_\_\_\_ (time) \_\_\_\_\_  
 to (date) \_\_\_\_\_ (time) \_\_\_\_\_ for the purpose of  
 \_\_\_\_\_ herein referred to as "the **Activity**".

I/We understand and agree that neither **Sierra Bible Church**, nor its trustees, representative, employees or agents may be held liable in any way for an occurrence in connection with the **Activity** which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds as well as all appliances and fixtures in the **Activity**, I/We hereby assume all risk in connection with participation in **The Activity**. I/We further release **Sierra Bible Church**, its trustees, representative, employees or agents for any damage which may occur while participating in the **Activity**. I/We further agree to save and hold harmless **Sierra Bible Church**, its trustees, representatives, employees or agents from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of our participation in any form or fashion in the **Activity**. I/We also authorize **Sierra Bible Church**, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the **Activity**.

I/We further state that I/We are authorized to sign this agreement: that I/We understand the terms herein are contractual and not mere recital; and that I/We have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature \_\_\_\_\_

Signature \_\_\_\_\_