

# Richland Seventh-day Adventist Church POLICIES & PROCEDURES MANUAL

## POLICY:

## *FACILITIES & EQUIPMENT USE*

### POLICY

The facilities of the Richland Seventh-day Adventist church are intended to be the evangelistic center in the community for the proclamation of the Remnant message; for worship, nurturing, and fellowship of the believers; and for the needs of the congregation in weddings, youth activities, and public evangelistic efforts, etc. To provide for the support of our ministries and for the security of church property, it shall be the policy of the Richland Seventh-day Adventist Church to provide and maintain church facilities and equipment in such a way as to be of service to members of the Church and to the community as well as provide the security and stewardship necessary to protect the material aspects of the church.

### PURPOSE

The purpose of this policy shall be to provide the organization necessary for members and non-members to use the facilities and equipment of the church.

### SCOPE

This policy shall apply to all members of the Richland Seventh-day Adventist Church, non-members and community organizations and agencies desiring use of church facilities and/or equipment.

### PROCEDURES

#### A. General

1. **Right of Refusal.** The Richland Seventh-day Adventist Church reserves the right to refuse any request for use of any part of the church facility or any piece of church equipment for any reason depending upon circumstances presented.
2. **Submission of Request.** All requests for use of the church facilities and/or equipment must first be submitted in a timely manner to the Administration Ministry Team at one of its regularly scheduled meetings for approval and/or recommendation to the Church Board if required by this policy. If the request is for a wedding, a Wedding Application must also be completed and submitted with the Request for Use of Facilities/Equipment. (See Appendix E, Request for Use of Facilities/Equipment and Appendix F, Wedding Application & Guide)
  - a. The Request for Use of Facilities/Equipment form shall be completed by the responsible party requesting the facilities/equipment.
  - b. The Request for Use of Facilities/Equipment shall be given to the Church Secretary to place on the agenda for the next regularly scheduled meeting of the Administration Ministry Team.
3. **Exceptions.** If a request is made to which an exception may be deemed reasonable, the Administration Ministry Team may proceed with approval of the request.
4. **Emergency Requests.** In a situation of urgency when a request needs consideration prior to a scheduled regular meeting of the Administration Ministry Team, the request shall be submitted to the Administration Ministry Leader, via the Church Secretary or directly to the Administration Ministry Leader.
5. **Sanctuary Usage.** The Sanctuary is for worship (prayer, praise and preaching) and other events consecrated by God, such as marriages, and is dedicated specifically for these functions, **EXCEPT** in times of local disasters/emergencies.

6. **Education Wing Usage.** The Education Wing is for fellowship, training and social activities of the church body and is available to meet the needs of various local neighborhood community activities.
7. **Kitchen Usage.** For Church sponsored functions, the leader of each ministry committee in charge of the function shall be responsible to see that the Kitchen Use Guidelines are followed. A Kitchen Coordinator shall be present to oversee the usage of the kitchen for the duration of a non-church sponsored event. The Kitchen Coordinator shall provide assistance where needed, insure that the Kitchen Use Guidelines are followed and serve as a church representative to outside parties. The Kitchen Coordinator shall be compensated as per Kitchen Use Fees in Section A.10.a of this policy. (See Appendix D, Kitchen Use Guidelines)
8. **Use During the Sabbath Hours.** With the desire and intent to serve both church family and community, the Richland Seventh-day Adventist Church chooses to reserve the entire facility from 2:00 p.m. each Friday to sundown on each Saturday for worship programs, ministries and other church sponsored activities. All other activities shall not occur in the church facilities during the these hours with the possible exception of the following events: (See Appendix B, Community and Emergency Uses)
  - a. Weddings and receptions are normally not recommended. Use by Church Board approval only with a signed Request for Use of Facilities/Equipment and/or Wedding Application.
  - b. Funerals in the Sanctuary are normally not recommended and must have the recommendation of the pastor.
  - c. Concerts of sacred nature only will be allowed during the Sabbath hours and need Church Board approval if not held during the Sabbath School/Church time period.
  - d. Family Reunions in the Education Wing are normally not recommended. Use by Church Board approval only with a signed Request for Use of Facilities/Equipment.
    - i. Family fellowship dinners after a Sabbath worship service and hosted by a church member are acceptable. Such events must be scheduled through the Church Office.
  - e. Community Disasters The entire facility shall be available during all hours of any day for community disasters such as fire, flood, wind, nuclear, hazardous waste or use by the Red Cross.
9. **Other Responsibilities.**
  - a. There is to be no eating in the church facility outside the fellowship hall unless additional room is requested and approved.
  - b. No smoking or drinking of alcoholic beverages is allowed on the church premises.
  - c. Entertainment at an event shall be consistent with Christian social fellowship.
  - d. Users of the facilities are responsible for cleanup, return of facilities to pre-activity condition, repair of damage, facility lockup and security, use and security of approved equipment and return of access keys.
10. **Fees.** Fees and/or other charges for use of the facilities and/or equipment owned by the Richland Seventh-day Adventist Church shall be according to the approved fee structure as stated in this policy. Waiving or altering fees shall be at the discretion of the Administration Ministry Team unless otherwise stated. (See Appendix C, Use of Facilities/Equipment – Fees & Charges)
  - a. Kitchen Use Fees
    - i. If the kitchen is to be used, a base amount of \$20 for up to a two-hour event shall be deducted from the non-refundable use fee collected and used to compensate the required Kitchen Coordinator. An additional \$10 per event shall be deducted for events held longer than two hours. (For weddings, see Appendix F, Other Costs)
    - ii. If the kitchen is used, any non-refundable fees collected shall be kept in a fund dedicated to supplying and maintaining the kitchen.
  - b. Wedding Consultant Fee
    - i. An amount of \$40.00 shall be deducted from the non-refundable facility use fee collected for an event and used to compensate the required Wedding Consultant. (See Appendix F, Other Costs)

- c. Public Address Operator
  - i. A base amount of \$20 for up to a two-hour event shall be deducted from the non-refundable use fee collected and used to compensate the required PA Operator. An additional \$10 per event shall be deducted for events held longer than two hours. (For weddings, see Appendix F, Other Costs)

**B. Facilities Use**

- 1. Long-Term Use (60 days or more)
  - a. Non-Adventist Congregations. Since the long-term rental agreement could frequently conflict with the needs and purposes of the Richland Seventh-day Adventist congregation, such rental agreements are to be prayerfully and carefully considered. In cases where non-Adventist evangelical congregations request the use of the church facilities and the Richland Seventh-day Adventist congregation desires to assist by leasing, renting, or loaning the use of the church facilities, the following steps should be taken:
    - i. The requesting congregation’s tenets of faith shall be in harmony with evangelical Christian concepts and there shall be no outward manifestations that could cause misconceptions about the Richland Seventh-day Adventist Church.
    - ii. When use of the facilities by non-members as agreed upon in the rental agreement conflicts with events scheduled by the Richland Seventh-day Adventist Church, the Richland Seventh-day Adventist Church schedule shall take precedence. The Richland Seventh-day Adventist Church shall provide thirty (30) days notification prior to the conflicting event.
    - iii. Use by non-members for worship shall be in conformance with North Pacific Union guidelines.
    - iv. The non-Adventist party shall adhere to basic tenets of Christianity and shall not openly oppose the Seventh-day Adventist Church.
    - v. The request for use shall be presented at a regular meeting of the Administration Ministry Team for approval and recommendation to the Church Board.
    - vi. The use shall have the approval of the pastor.
    - vii. The use shall have the approval of the Church Board.
    - viii. The fee structure shall be determined between the Richland Seventh-day Adventist Church and the requesting party.
    - ix. Because of the complicated and highly technical legal considerations involved in insurance and tax-exempt status, a written agreement shall be approved by the Upper Columbia Conference legal counsel.
    - x. The written agreement shall be approved by the Upper Columbia Conference committee.
    - xi. Verification of liability insurance (\$1,000,000) shall be provided naming the Richland Seventh-day Adventist Church as additional insured.
    - xii. General procedures as listed and applicable in Section A above shall be followed.
  - b. Recovery Groups. (e.g. TOPS, 12-step programs, etc.)
    - i. General procedures as listed in Section A above shall be followed.
    - ii. The Education Wing only shall be used for this purpose, Sunday through Friday, 2:00 p.m.
    - iii. Use shall not be in conflict with the Richland Seventh-day Adventist Church’s use of the facility.
    - iv. Approval by the Church Board is required.
    - v. Requests may be made for up to a period of six (6) months at which time renewal must be made through the Administration Ministry with approval of the Church Board as outlined in Section A.
    - vi. The fee structure shall be determined between the Richland Seventh-day Adventist Church and the requesting party.

- c. **Long Term Classes** (e.g. Kindermusic, Garden clubs, exercise, cooking, etc.)
  - i. General procedures as listed and applicable in Section A above shall be followed.
  - ii. The Education Wing only shall be used for this purpose, Sunday through Friday, 2:00 p.m
  - iii. Use shall not be in conflict with the Richland Seventh-day Adventist Church’s use of the facility.
  - iv. Approval by the Church Board is required.
  - v. Requests may be made for up to a period of six (6) months at which time renewal must be made through the Administration Ministry with approval of the Church Board as outlined in Section A.
  - vi. The fee structure shall be determined between the Richland Seventh-day Adventist Church and the requesting party.

2. **Short-Term Use** (60 days or less)

- a. In order to be a center for worship and fellowship by the church family and a facility for community and emergency services, the Richland Seventh-day Adventist Church shall follow the guidelines established in this policy which outline acceptable uses by members and non-members Sunday through Sabbath. (See Appendix B, Community and Emergency Uses)
  - i. **Non-Adventist Congregations.**
    - 1. The requesting congregation’s tenets of faith shall be in harmony with evangelical Christian concepts and there shall be no outward manifestations that could cause misconceptions about the Richland Seventh-day Adventist Church.
    - 2. Use by non-members for worship shall not be in conflict with the Richland Seventh-day Adventist Church’s use of the facility.
    - 3. The non-Adventist party shall adhere to basic tenets of Christianity and shall not openly oppose the Seventh-day Adventist Church.
    - 4. The request for use shall be presented a regular meeting of the Administration Ministry Team for approval.
    - 5. The use shall have the approval of the pastor.
    - 6. The fee structure shall be determined between the Richland Seventh-day Adventist Church and the requesting party.
  - ii. **Weddings.** In endeavoring to characterize a wedding in the Richland Seventh-day Adventist Church as one that reflects the best taste and to please and honor God, the principles as outlined in the Wedding Guide shall be followed. (See Appendix F, Wedding Application & Guide)
  - iii. **Concerts.** Only sacred concerts may be held in the Sanctuary. If on Sabbath, concerts need the approval of the Church Board if not held during the Sabbath School/Church Worship time period. Sacred or secular concerts may be held in the Education Wing Sunday through Friday and need approval of the Church Board.
  - iv. **Other Short-Term Uses** (See Appendix B, Community and Emergency Uses)
  - v. General procedures as listed and applicable in Section A above shall be followed.

**C. Equipment Use**

- 1. **Church Use.** The equipment owned by the Richland Seventh-day Adventist Church is available for use by its congregation for worship, Bible study, corporate fellowship and other church-related activities.
  - a. Should it be necessary to remove such equipment from the church campus, the church member responsible for the equipment must sign out the equipment, then sign in the equipment upon its return. (See Appendix A, Church Equipment Use Log)
    - i. The Church Equipment Use Log shall be kept in the church foyer counter cabinet where it is available to all church members for use.
    - ii. A copy of this policy shall be kept with the Church Equipment Use Log.

2. **Exceptions.**
  - a. Due to the technical procedures required for the operation and usage of some church equipment and due to the unique purposes of some items, there shall be designated equipment that shall not be available for use by the general membership and shall be operated by those designated to do so. Some of these items include:
    - i. Computer equipment
    - ii. Church Secretary’s Office equipment (copier, folding machine, fax machine, etc.)
    - iii. Sanctuary sound system and equipment
    - iv. Video projectors and monitor
    - v. Satellite system
    - vi. Some kitchen equipment
    - vii. Upholstered chairs
    - viii. Pathfinder equipment
    - ix. Camp Safari equipment
    - x. Other equipment designated by the Administration Ministry Team
  - b. Should a church member desire an exception to use or remove any equipment owned by the Richland Seventh-day Adventist Church from the church campus for a non-church-related purpose, a request must first be submitted in a timely manner to the Administration Ministry Team at one of its regularly scheduled meetings for approval and/or recommendation to the Church Board if required by this policy. (See Appendix E, Request for Use of Facilities/Equipment)
3. **Personal Business (Private) Use.** The Richland Seventh-day Adventist Church desires to remain faithful in stewardship of the material items that God has given to it. In order to maintain the equipment of the church in working order and in order for the equipment to remain available and secure for church purposes, the church equipment shall not be used for private use.
4. **Church Copier.** The church copier shall be available for use by the general membership for church-related purposes only. Under no circumstances shall the church copier be used for private or personal business.
5. **Kitchen Equipment.** Usage procedures pertaining to equipment in the kitchen shall be regarded in the Kitchen Use Guidelines. (See Appendix D, Kitchen Use Guidelines)
6. Usage of equipment expressly requested in the Request for Use of Facilities/Equipment form for a designated event requiring the use of the church facility shall be allowed along with the approval of the use of the facility (e.g. equipment relating to weddings). (See Section B, Facilities Use)
7. General procedures as listed and applicable in Section A above shall be followed.

Date Approved: November 11, 2002

**APPENDICES**

APPENDIX A Church Equipment Use Log

APPENDIX B Community and Emergency Uses

APPENDIX C Fees & Charges

APPENDIX D Kitchen Use Guidelines

APPENDIX E Request for Use of Facilities/Equipment

APPENDIX F Wedding Application & Guide



**APPENDIX B**

**COMMUNITY AND EMERGENCY USES**

FUNCTION	SABBATH Friday 2:00pm to Saturday Night		SUNDAY through FRIDAY	
	SANCTUARY	EDUCATION WING	SANCTUARY	EDUCATION WING
<b>COMMUNITY DISASTER</b> e.g. emergencies such as fire, flood, wind, Red Cross, nuclear, hazardous waste.	Yes See Section A.8.	Yes See Section A.8.	Yes See Section A.8.	Yes See Section A.8.
<b>COMMUNITY ORGANIZATIONS ANNUAL EVENTS</b> Annual Service, Organization Meetings (e.g. Easter Eggs, HOA (Jason Lee, March of Dimes, etc.)	No	No	No	Yes
<b>CONCERTS</b> Sacred or Secular	See Section B.2.a.iii.	See Section B.2.a.iii.	See Section B.2.a.iii.	Yes See Section B.2.a.iii
<b>FAMILY REUNIONS</b>	No	See Section A.8.	No	Yes
<b>FUNERALS</b>	See Section A.8.	See Section A.8.	Yes	Yes
<b>LONG TERM CLASSES</b> e.g. Kindermusic, garden clubs, exercise, cooking	No	No	No	Yes See Section B.1.c.
<b>RECITALS</b> Presentation of music teachers' students' accomplishments. Generally of a secular nature.	No	No	No	Yes
<b>RECOVERY GROUPS</b>	No	No	No	Yes See Section B.1.b.
<b>TEMPORARY CHURCH USE</b> (60 Days or Less) By Non-SDA Congregations	No	No	Yes See Section B.2.a.i.	Yes See Section B.2.a.i.
<b>LONG-TERM CHURCH USE</b> (60 Days or More) By Non-SDA Congregations	See Section B.1.a.	See Section B.1.a.	See Section B.1.a.	See Section B.1.a.
<b>WEDDINGS &amp; RECEPTIONS</b> See Appendix F	See Section A.8. and B.2.a.ii.	See Section A.8. and B.2.a.ii.	Yes	Yes
<b>YOUTH GROUPS</b> Girl, Boy, Cub Scouts Club Meetings	No	No	Yes Scout's Periodic Recognition Service	Yes



**APPENDIX C**

**USE OF FACILITIES/EQUIPMENT – FEES & CHARGES**

EVENT	RICHLAND SDA MEMBER				NON-RICHLAND SDA MEMBER			
	DAMAGE DEPOSIT (Refundable)		USE FEE (Non-Refundable)		DAMAGE DEPOSIT (Refundable)		USE FEE (Non-Refundable)	
	Small Groups 50 or less	Large Groups 51+	Small Groups 50 or less	Large Groups 51+	Small Groups 50 or less	Large Groups 51+	Small Groups 50 or less	Large Groups 51+
<b>COMMUNITY DISASTER</b>	NA	NA	NA	NA	NA	NA	NA	NA
<b>COMMUNITY ORGANIZATIONS ANNUAL EVENTS</b> Annual Service, Organization Meetings (e.g. Easter Eggs, HOA, Jason Lee, March of Dimes, etc.)	NA	NA	NA	NA	\$200	\$200	\$150	\$150
<b>CONCERTS</b> Sacred or Secular	NA	NA	\$-0-	\$-0-	NA	NA	\$100	\$100
<b>FUNERALS</b>	NA	NA	NA	NA	\$200	\$200	\$100	\$100
<b>LONG-TERM CLASSES</b> (e.g., Kindermusic, garden clubs, exercise, cooking)	\$200	\$200	\$50	\$50	TBD	TBD	TBD	TBD
<b>NON-CHURCH BUSINESS EVENTS</b> (i.e. relating to an individual's personal business to include recitals, business meetings, sales parties, etc.)	\$200	\$200	\$25	\$50	\$200	\$200	\$100	\$100
<b>RECEPTIONS</b> (e.g. anniversary, family reunions, birthday parties, Christmas parties, etc.)	\$200	\$200	\$25	\$50	\$200	\$200	\$100	\$250
<b>RECOVERY GROUPS</b>	NA	NA	NA	NA	TBD	TBD	TBD	TBD
<b>TEMPORARY CHURCH USE</b> (60 Days Or Less) by non-SDA congregations	NA	NA	NA	NA	TBD	TBD	TBD	TBD
<b>WEDDINGS</b>	See Appendix F, Wedding Application & Guide, Fees							
<b>LONG-TERM CHURCH USE</b> (60 Days or More) By Non-SDA Congregations	See Section B.1.a.							
<b>YOUTH GROUPS</b> Girl, Boy, Cub Scouts Club Meetings	NA	NA	NA	NA	TBD	TBD	TBD	TBD

NA – Not Applicable  
TBD – To Be Determined by agreement

## APPENDIX D

### KITCHEN USE GUIDELINES

It is our joy to have our kitchen available.  
to serve you and to bring glory to God.

*Please help us keep it sparkling clean!*

- **Please don't use anything sharp on the countertops.**
- **In general, don't leave any food in the refrigerator. But, if you do, always date and label it. (For example: 9/14—Please use for potluck.)**
- **Leave this kitchen spotless!**

#### **GENERAL CLEANING PROCEDURE**

1. Wipe microwaves, ovens, stovetops and countertops down with water and baking soda.
2. Clean your food out of the refrigerator. Feel free to use "take out trays" provided. Wipe smudges and spills out of refrigerator with soda.
3. Clean sinks out with sink cleaner.
4. Wipe stainless steel refrigerator and oven doors clean and free of fingerprints with stainless steel spray.
5. Sweep the floor.
6. Sponge mop the floor with water and soda.
7. Take the trash to the outside dumpster.
8. For church events, take the cleaning cloths home with you to wash, and return them later. For special events, please send the cleaning cloths and dishtowels home with the kitchen coordinator.
9. Make sure doors are locked and lights turned out when you leave.

**Brooms, mops and cleaning supplies are located  
in tall cabinet near door, and under both sinks.**

**APPENDIX E**

**REQUEST FOR USE OF FACILITIES/EQUIPMENT**

**GENERAL INFORMATION**

DATE OF APPLICATION: \_\_\_\_\_  
 INDIVIDUAL/ORGANIZATION: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
 DATE(S) NEEDED: \_\_\_\_\_

**FACILITIES USE**

PURPOSE: (If for wedding purposes, also complete a Wedding Application form.)  
 \_\_\_\_\_  
 \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_

ROOMS REQUESTED: (Check applicable rooms.)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Sanctuary                | <input type="checkbox"/> Classroom 3            | <input type="checkbox"/> Classroom 8 (Kindergarten) |
| <input type="checkbox"/> Kitchen                  | <input type="checkbox"/> Classroom 4 (Library)  | <input type="checkbox"/> Classroom 9 (Cradle Roll)  |
| <input type="checkbox"/> Fellowship Hall          | <input type="checkbox"/> Classroom 5 (Earliten) | <input type="checkbox"/> Classroom 10 (Primary)     |
| <input type="checkbox"/> Classroom 1 (Choir Room) | <input type="checkbox"/> Classroom 6 (Junior)   | <input type="checkbox"/> Community Services Room    |
| <input type="checkbox"/> Classroom 2              | <input type="checkbox"/> Classroom 7 (Youth)    |   |

**EQUIPMENT USE**

PURPOSE:  
 \_\_\_\_\_  
 \_\_\_\_\_

EQUIPMENT REQUESTED:

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

**SIGNATURE:**

(Printed)

**SIGNATURE:**

(Written)

**FOR OFFICE USE ONLY:**

**PRIOR TO USE**

Board Approval, Date _____	Y	N	NA
Key Card Provided, Code _____	Y	N	NA
Tour of Church/Exits	Y	N	NA
Verify Liability Insurance	Y	N	NA
Wedding Application/Guidelines	Y	N	NA
Kitchen Guidelines Handout	Y	N	NA
Fee Paid, Amount: \$ _____	Y	N	NA

**AFTER USE**

Key Card Returned	Y	N	NA
Key Code Deleted	Y	N	NA
Damage Check Completed	Y	N	NA
Equipment Returned, Date: _____	Y	N	NA
Refundable Deposit Requested, Amount: \$ _____	Y	N	NA

**BY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPENDIX F**

**WEDDING APPLICATION & GUIDE**

RICHLAND SEVENTH-DAY ADVENTIST CHURCH  
WEDDING APPLICATION

To be completed and returned with fees at least 60 days (preferably three months) prior to date of wedding to:  
Richland Seventh-day Adventist Church, 1807 McMurray Avenue, Richland, WA 99352. Phone: 509-946-8807.

Any arrangements for use of the church must be considered tentative only until a completed copy of this application is returned to the contact person with the approval indicated.

**Name of Contact Person** \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

**Name of Bride** \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Church member of \_\_\_\_\_  
**Name of Groom** \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Church member of \_\_\_\_\_  
**Bride's Parents** \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

**Groom's Parents** \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

**Officiating Minister** \_\_\_\_\_ Phone \_\_\_\_\_  
His church affiliation \_\_\_\_\_

**Organist** \_\_\_\_\_ Phone \_\_\_\_\_

**Photographer** \_\_\_\_\_ **Florist** \_\_\_\_\_

**Wedding Coordinator** \_\_\_\_\_ Phone \_\_\_\_\_

**Reception Coordinator** \_\_\_\_\_ Phone \_\_\_\_\_

**Church Wedding Consultant** \_\_\_\_\_ Phone \_\_\_\_\_

**Church Kitchen Coordinator** \_\_\_\_\_ Phone \_\_\_\_\_

**Have you made arrangements for premarital counseling?** \_\_\_\_\_  
If no, would you like assistance in making arrangements for counseling? Yes No

**Date of Wedding** \_\_\_\_\_ **Time** \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

**Date of Rehearsal** \_\_\_\_\_ **Time** \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

**Facilities desired:** ( ) Sanctuary ( ) Dressing Rooms (How many? \_\_\_\_\_) ( ) Fellowship Hall ( ) Kitchen

**Approximate Number of Guests** \_\_\_\_\_

**Do you need use of the church PA system?** \_\_\_\_\_

**Music submitted for approval:**  
Processional \_\_\_\_\_  
Recessional \_\_\_\_\_  
Special Music \_\_\_\_\_

**Name of Performer** \_\_\_\_\_ Instrument or Voice (circle one)

**Accompanied by organ, piano, other (specify)** \_\_\_\_\_

**Enclosed fee \$** \_\_\_\_\_

**I have read the church Wedding Guidelines and agree to abide by them.**  
**SIGNED BY** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPROVED BY** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPENDIX F - WEDDING APPLICATION & GUIDE** (continued)

**RICHLAND SEVENTH-DAY ADVENTIST CHURCH  
WEDDING GUIDE**

The Richland Seventh-day Adventist Church is pleased to make its facilities available for your wedding. Our staff will do all possible to assist you in making your wedding a happy and beautiful occasion. May your wedding be characterized by Christian simplicity and be in harmony with Seventh-day Adventist principles, and one that reflects the best taste and reverence.

*“Let every step toward a marriage alliance be characterized by simplicity, sincerity, and an earnest purpose to please and honor God.”*

--Ministry of Healing, p. 359

**APPLICATION FOR WEDDINGS**

1. Application and permission for the use of the church are handled through the church office.
2. The application and the fees are to be submitted sufficiently ahead (preferably three months) to allow time for any necessary change in plans.
3. Reservation is not secured until application is returned to church office and approved, and the fee is paid to the church office.

**WHO MAY BE MARRIED IN THE CHURCH**

1. Any Seventh-day Adventist member of the Richland Seventh-day Adventist Church.
2. Any Seventh-day Adventist who is a member of another SDA Church. When the couple is unknown to the pastor, a recommendation by his or her pastor may be required.
3. Any non-Adventist couple who is married by a Seventh-day Adventist minister.
4. Marriages are not recommended in the church when one is a Seventh-day Adventist and the other is not. Exceptions by Church Board approval.
5. Non-Seventh-day Adventist couple with non-Seventh-day Adventist pastor. Requests for weddings to be performed by other than a Seventh-day Adventist minister must be approved by the Church Board.

**WHO MAY PERFORM WEDDINGS IN THE CHURCH**

1. If any Seventh-day Adventist minister other than the pastor of the Richland SDA Church shall officiate at the wedding, it shall be understood that he work in close cooperation with the pastor of the church and that a copy of the wedding plans be submitted to the pastor for approval at least two weeks before the wedding.

**GUIDELINES FOR REHEARSAL, WEDDING AND RECEPTION**

1. No rehearsals or wedding-related activities are to be undertaken on Sabbath; rehearsal should start one-half hour or more after sundown and be no more than one and one-half hours in length. The church can be opened up to two hours before the wedding for setup. Receptions may last one and one-half hours after the wedding.
2. During rehearsal, please be mindful that this is the House of God. Proper dress, conduct, and reverence are expected.
3. Photography and videotaping is permitted in the church.
4. No smoking, drinking of alcoholic beverages on the premises at any time. Please inform all persons involved with the wedding.
5. Children must be supervised during the rehearsal and on the wedding day. They are to be kept with the adults. A mother's room is available for supervising small children.
6. Showering glitter is not allowed in the church building and is not recommended on the property surrounding the church due to the extensive clean up involved.
7. Cleanup after each event is the responsibility of the wedding party.

**SPECIFICS BRIDE AND GROOM NEED TO KNOW**

1. Inform members of wedding party of all church guidelines.
2. Must have a wedding consultant from the church's list.
3. Make wedding arrangements with church office.
4. Must have a Kitchen coordinator from the church's list, if the reception is to be held in the Church Fellowship Hall.
5. Must have someone responsible for decorations for reception.
6. Any area used must be put back in order.
7. All rented equipment must be returned by the bride's family.
8. Occupancy of the Sanctuary is \_\_\_\_\_ persons, Fellowship Hall is \_\_\_\_\_ persons.
9. Need a typed schedule of wedding plans in order desired.
10. If public address system is used, must have an operator from the church.
11. The wedding/kitchen coordinators are not custodians.
12. If you wish to have an audiotape of the wedding, please provide a tape.

**PROPER USE AND CARE OF THE CHURCH  
BUILDING AND PROPERTY**

1. The podium and floor decorations may be moved from the platform.
2. Under no condition shall any of the church property be removed from the church building.
3. Mounting of all decorations must be approved by the church Wedding Consultant. No tacks or nails are to be used that mar the woodwork or finish; use scotch tape sparingly.
4. Special protective care must be used by those providing flowers and plants to see that the carpets and furnishings are protected from water and other possible damage. Mats or dishes should be placed under all flowers and plants.
5. Dripless candles only are allowed with the use of clear protection underneath.
6. Please do not use dry ice (will break punch bowl).
7. All refreshments served must be kept and eaten in the Fellowship Hall or outside tables.

**DRESS CODE**

1. All participants should be dressed in harmony with Christian standards of modesty, not only at the wedding service, but also at the rehearsal.

**DRESSING ROOMS**

1. Classroom #4 (Library) is suggested for use by the female members of the bridal party for dressing.
2. Classroom #7 (Youth Room) is suggested for use by the male members of the wedding party.
3. Rooms must be left in order after the wedding.

**MUSIC**

1. All musical selections, both vocal and instrumental, should be free from secular association and must be approved along with the wedding application.

**PICTURES**

1. The bride and groom should inform interested parties of the time when pictures will be taken.

**SERVICES PROVIDED BY THE PUBLIC ADDRESS OPERATOR**

1. Operate the PA system.
2. Control lighting.
3. Can arrange for audio recordings of the ceremony at bride and groom's request. Video recordings are the responsibility of the bride and groom.

**SERVICES PROVIDED BY WEDDING CONSULTANT**

1. Goes over wedding plans with bride.
2. Acquaints bride with available facilities.
3. Makes sure church-owned equipment and supplies requested are available and in proper place, and returned after use.
4. Makes sure areas requested are accessible and ready for use.
5. Is present at rehearsal and wedding.
6. Is responsible for seeing church guidelines are followed.
7. Checks with bride and Church Treasurer to be sure all fees have been paid to the church.
8. Notifies Church Treasurer after wedding as to whether or not the deposit may be refunded.
9. Arranges for a PA operator.

**SERVICES PROVIDED BY KITCHEN COORDINATOR**

1. Acquaints bride with facilities and equipment available.
2. Instructs on proper cleaning of the kitchen area and assures that the posted Kitchen Guidelines are followed.
3. Is present at reception to answer questions.

**EQUIPMENT FURNISHED BY THE CHURCH  
(INCLUDED IN FEE)**

WEDDING

1. Guest book table or stand
2. Choice of four candelabra (2 spiral and 2 pyramid-shaped)
3. Kneeling bench
4. Two brass candle lighters/snuffers
5. PA system
6. Clear plastic protection for use under dripless candles

RECEPTION

1. Two punch bowls
2. Oneida stainless steel flatware
3. Ten tables
4. 100 chairs (for reception)
5. Kitchen utensils
6. Miscellaneous serving dishes and platters
7. Pew bow holders

FEES	Sanctuary	Kitchen & Fellowship Hall
Member		
Cleaning Deposit (refundable)	None	\$200
Use Fee		
Small Groups (less than 50)	\$75	\$25
Large Groups (50+)	\$125	\$50
Non-Member		
Cleaning Deposit (refundable)	\$200	\$200
Use Fee		
Small Groups (less than 50)	\$100	\$100
Large Groups (50+)	\$250	\$250

**OTHER COSTS**

1. It is customary to give an honorarium to each of the following: instrumentalists, vocalists, pastor. These can be delivered on the day of your wedding by you or, if you desire, by the church Wedding Consultant.
2. The Wedding Consultant, Kitchen Coordinator and PA Operator fees are included in the church use fee.