



# Your Wedding at The Point

1100 McIngvale Road, Hernando, MS 38632 || 662.449.1044 || [longviewpoint.org](http://longviewpoint.org)

# *Policies + Guidelines*

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# *your wedding*

Welcome to the excitement of planning your wedding! We at Longview Point Baptist Church offer this guide with the hope that it will assist you in making your marriage ceremony as beautiful, memorable, and Christ-centered as possible.

The staff at The Point are prepared and excited to help and support you as you prepare for your wedding day and the life that you and your fiancé will begin together.

## *statement on marriage*

Now, for a fuller understanding of God's intent for your marriage, please read the following statement on marriage and family. May the Lord grant you His richest blessings in your marriage.

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loves the church. He has the God-given responsibility to provide for, to protect, and to lead His family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6, 15; 23:13-14; 24:3; 29:15, 17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4, Colossians 3:18-21; 1 Timothy 5:8, 14; 2 Timothy 1:3-5; Titus 2:3-5, Hebrews 13:4; 1 Peter 3:1-7

# *checklist of responsibilities*

**Below you will find a timeline from when you first contact the church through your anticipated wedding date.**

- ☐ Couple receives Wedding Policies + Guidelines
- ☐ Couple turns in Wedding Application Form and signed Wedding Policies + Guidelines to the Event Liaison to request wedding date
- ☐ Wedding date is scheduled on church calendar by the Event Liaison upon approval from the Building Use Management Team and after all requires deposits/fees have been paid. \*The wedding date is contingent upon the couple completing pre-marital counseling and all other requirements set within these policies
- ☐ Couple confirms officiating minister with Event Liaison
- ☐ Officiating minister contacts couple to set up pre-marital counseling
- ☐ Couple participates in pre-marital counseling
- ☐ One months prior to the wedding date, couple completes any remaining requirements and submits all remaining fees to the Event Liaison
- ☐ Two weeks prior to wedding date, confirm all setup for the facilities.
- ☐ One week prior to the wedding the Event Liaison will contact the bride for final confirmation of all wedding events and arrange to check out appropriate keys for decorating purposes.
- ☐ Complete the Post Event Check-List which details how the building is to be left once the event is over and ensures all facility keys have been returned to the Event Liaison.



# *the use of church facilities*

The following criteria are used in determining whether or not a wedding may be scheduled at Longview Point Baptist Church.

## **Requirements:**

### **1. Church Membership**

Because of the heavy demand for the use of the facilities of The Point, we regret that we cannot allow non-members to use our facilities for weddings. The bride, the groom, or one parent must be a member at The Point.

### **2. Ministerial Approval**

Couples desiring to be married at The Point must meet with a member of the ministerial staff for approval and counseling. This minister may be selected by the couple and may perform the ceremony. Approximately 6-8 weeks are needed for the scheduling of counseling sessions. A minister from another Baptist church or other evangelical denomination may be permitted to officiate in the wedding ceremony, subject to the approval of the Pastor.

## *scheduling*

As soon as you have begun to make plans for marriage, you should contact the Event Liaison to fill out the necessary forms for scheduling a date. We will make every effort to schedule your wedding date on the day that you desire. However, this may not be possible, so we suggest that you have several dates in mind. **Please note: Events scheduled on Saturdays are required to conclude by 6 p.m. including clean-up and resetting of the utilized spaces in order for the facilities to be ready for Sunday services.**

Due to many holiday activities, the Worship Center will typically not be available for December weddings. If a December wedding is planned, the couple should be aware that no Christmas decorations may be altered or moved.

No wedding date is official until the Application Form has been turned in and approval by the Building Use Management Team has been given. Once these requirements have been met, the date will be put on the church calendar by the Event Liaison. Please note that any changes requested for the time or place of the wedding, rehearsal, or reception are very difficult to make because of other scheduled events at The Point. Any and all changes requested must be directed to and will be confirmed by the Event Liaison. **Please make no public announcements of your marriage arrangements until they are confirmed.**

# *the use of church facilities*

## **POLICIES RELATED TO CHURCH FACILITIES**

1. The Worship Center may be decorated during special celebrations, holidays, or promotional times. It is understood that these decorations WILL NOT be removed for weddings.
2. Alcoholic beverages will not be served, consumed, nor allowed on the church premises. Any wedding party member found to be under the influence of alcohol or drugs will not be permitted to participate in the rehearsal, wedding, or reception.
3. Smoking is not permitted anywhere on the church premises including restrooms, dressing rooms, and parking lots.
4. Sparklers, bird seed, or bubbles, rather than rice and confetti, may be thrown outside the building as the couple departs. Please make sure that the departing processional takes place outside of the building.
5. The couple is responsible for all personal items brought to the church during the rehearsal, wedding, or reception. Please make arrangements with the rental company to pick up all items as soon as the wedding is over. The church will not be liable for anything that is lost, stolen, or damaged. All flowers must be removed once the event is over.
6. Use of nails, screw, uncovered wire, or anything that might mar the chairs, floors, walls, or any other part of the church facilities are not permitted.
7. Liability is hereby placed on the couple being married if any damage is caused to the facilities as a result of a violation of any of the above policies.
8. The Post Event Check-List must be completed and verified by the Event Liaison

## *wedding fees*

Fees for the following are due in the church office no later than two weeks prior to the wedding date and are to be made payable to the church.

### **Deposit & Fees**

#### **Rehearsal, Wedding Ceremony and Reception - \$750**

\*A \$100 deposit is required before your wedding will be added to the calendar. This deposit is non-refundable and is separate from the \$750 building use fee.

- Included in this fee:

- Use of multiple spaces within the facilities including the commercial kitchen
- Cleaning prior to and following the event
- Audio/Visual services including an on-site technician for up to 2 hours
- After hours access to the facilities for set-up and the event \*Decoration is limited on Fridays due to the Celebrate Recovery ministry meeting.

## *officiating minister*

All of the pastors at The Point regard it a privilege to conduct marriage services. It may be that you have a special relationship with one of the pastors and want him to work with you in planning your wedding. If that is not the case, or if the pastor of your choice is already committed for the date on which you have planned to be married, the Event Liaison will be glad to work with you to contact another pastor.

## *pre-marital counseling*

Because we believe that pre-marital counseling is essential in preparation for Christian marriage, it is mandatory that couples desiring to be married at The Point complete pre-marital counseling with someone from our pastoral staff or an approved pastor. The number of pre-marital counseling sessions will be determined by the pastor counseling.

## *pre-marital relationship*

It is the policy of the Pastoral Staff of The Point that no couple be joined in marriage who is presently living together. It has always been God's design that couples live separately until they are united in marriage. (Note 1 Corinthians 6:18-20) Our pastors are prepared to talk with you about this.

## *marriage license*

The marriage license should be delivered to the Event Liaison no less than 3 days prior to the wedding in order to be prepared and returned to the couple the day of the event.

## *building access & decorating*

Access to the building for set up and decoration purposes will be available and should be coordinated with the Event Liaison. **\*Please note: Due to the Celebrate Recovery Ministry meeting on Friday evenings, the lobby will not be available to decorate until after the conclusion of their meeting around 8:30 p.m.** The Worship Center, kitchen, Room 100, and other areas will be available for rehearsal, dinner, and decorating on Friday evenings while Celebrate Recovery meets.

## *music selection*

All music must be approved by the Worship Pastor. Music needs to be approved at least one month prior to the wedding. If you wish to use an accompaniment cd, it also must be approved. Music not submitted for approval will be disallowed.

The Worship Pastor can give you the contact information for instrumentalists and vocalists upon request. This process must begin at least two months before your wedding. Instrumentalists and vocalists set their own fees. It is the responsibility of the bride and groom to inquire about their fees when you discuss the possibility of their playing or singing at your wedding. Instrumentalists and vocalists must be approved by the Worship Pastor.

### **Audio/Visual Services**

Audio/Visual Services are included as a part of your wedding and include the following:

- ambient music
- microphone(s)
- videos
- streaming
- any use of sound equipment and/or sound booth

This service does not cover any design, videography, paid downloading, or any form of creating audio/visual elements. All music, videos, or media must be ready to use.

Event planners are welcome to schedule a time to meet with an audio/visual tech to test media prior to the event. Media determined to be improperly formatted or unusable at the time of the event will not be the responsibility of the audio/visual tech.

### **Instrument & Equipment Liability**

Any event that uses property of The Point including piano(s), instruments, stage elements, and/or audio/visual equipment will be responsible for damage caused outside of normal use. The wedding couple will be required to pay for the repairs to instruments/equipment damaged during their event or provide proof of liability insurance prior to the event.



# *a christ-centered wedding*

## **Coordination and Direction**

The couple is responsible for their own wedding coordinator. The officiating pastor will work with you and has final approval upon the direction of the rehearsal and wedding.

## **Dress**

Weddings at The Point are sacred occasions taking place in God's house. Therefore, it is expected that each bride select attire for herself and her attendants that is both tasteful and modest. Extremely low necklines (front or back) or skirts with high slits are considered inappropriate. If there is a question about attire appropriateness, please contact the Event Liaison.

## **Music**

Because weddings are worship services as well as beautiful, meaningful ceremonies, all vocal music must be sacred. All music must be approved by the Worship Pastor at least one month prior to the wedding.

## **Equipment**

The couple is responsible for any candelabra or other equipment used for the wedding. The Point does not provide any equipment. A sheet of instructions for the florist, photographer, and caterer is included in this packet.

## **Video Recording**

This is a lovely way to preserve the memory of your beautiful ceremony for a lifetime. Video recording of weddings is allowed by someone of your choosing.

## **Receptions**

Plans for your reception at The Point are also handled through the Event Liaison. The reception must conclude within 3 1/2 hours from the time the wedding begins. **Please note: all events held on a Saturday are required to conclude no later than 6 p.m.** The custodial crew will begin cleaning at that time.

## *additional guidelines for building use*

To make your responsibilities as an event planner as easy as possible, you will be provided the following:

- access to a Cleaning Station with all the necessary supplies to leave the facilities clean,
- diagrams and pictures of the correct setup for each space to ensure you leave the building ready for ministry use,
- phone number(s) to contact a staff member in the event of an emergency.

In an effort to minimize or eliminate the possibility of damage to the building and/or facilities, we ask that you:

- do not hang anything on the walls
- do not use nails, tacks, staples, screws, pins, tape, or any means of temporarily adhering items/decorations to walls, furniture, or woodwork
- do not move the Welcome Desks in the Lobby
- do not attempt to remove or cover up any of display items or wall hangings throughout the building
- do not attempt to use the Coffee Bar or any of the equipment within it
- do not allow anyone to use, play, or tamper with any instruments, equipment, or props on the stage(s)
- do not allow any unauthorized person to use or enter the sound booth
- do not attempt to adjust any of the air conditioning thermostats throughout the facilities

Please note that The Point will not contact or facilitate any part of your event through third party vendors. The event planner will be responsible for coordinating all deliveries and making all the necessary arrangements for vendors prior to the event.

Due to liabilities, our Preschool Area will not be available to use for childcare during events.

## *florist information*

### **Times**

Typically, you may begin decorating the day before the wedding. However, final approval should be obtained from the Event Liaison one week in advance. The Lobby will not be available for decorating prior to 8 p.m. on Friday evenings.

### **Equipment**

It is the policy of The Point not to supply any equipment used in the wedding. Dripless wax candles may be used in aisle candle holders only with glass chimneys. Use of nails, screws, uncovered wire, etc. that could mar the chairs, floors, walls, etc. are not permitted. We ask that you be extremely careful around all sound equipment, musical instruments, etc. No candles should be placed where they could possibly drip or fall on the musical instruments. All spraying of foliage **MUST** be done outside of the building.

### **Cleanup**

We ask that you clean up after you finish decorating, including your preparation area, stage, aisle, etc. ALL of your equipment must be removed from the church immediately following the wedding. We cannot store your wedding equipment.

### **Flowers**

Please label all corsages and boutonnieres. If a flower girl is to drop petals, they must be silk or paper. All flowers and decor must be removed from the facilities at the end of the event.

### **Reminder**

This is God's House and we ask that you help us keep it lovely. We ask that you dress modestly, even though you are wearing work clothes. We also ask that you not smoke anywhere in the buildings or around the doors.

## *photographer information*

Please abide by the following guidelines:

- All pictures taken at The Point will be posed in a manner that shows reverence for the Lord. These building have been dedicated to the glory of God and we believe that all events held in our facilities should reflect that.
- Please return any furnishings that you move to pose for pictures to their original positions before the wedding begins.





## *caterer information*

Please abide by the following guidelines:

- Caterers are required to provide their own dishes, silverware, linens, serving pieces, utensils, etc. If caterers do not have these items, it is the responsibility of the bride and groom to rent the needed items.
- Supplies, dishes, silverware, linens, serving pieces, utensils, etc. belonging to the caterer or rental company should not be used in combination with items belonging to The Point or be mixed in with property belonging to The Point.
- It is the responsibility of the bride and/or groom to schedule a time prior to the event for the caterer to be given a tour of the kitchen and available equipment, if needed. This meeting should be scheduled with the Event Liaison.
- The caterer is required to leave the kitchen clean. This includes equipment, tables, floors, mats, etc.
- All trash has to be removed and disposed of in the outside dumpster in the back parking lot. New liners need to be put in all trash cans.
- All areas where food has been prepped, served, or eaten should be left clean.
- No dirty towels, linens, dishes, serving pieces, utensils, silverware, etc. should be left at The Point
- While every effort will be made to return items left at the facilities to their owner, The Point will not be responsible for any item, linens, dishes, serving pieces, utensils, silverware, etc. that is mistaken left.



# *building use waiver release*

I enter into this Building Use Waiver Release (Agreement) with Longview Point Baptist Church for the privilege to use the facility located at 1100 McIngvale Road, Hernando, MS.

1. Waiver and release of all claims (including negligence) In consideration for use of the facility, I waive and release Longview Point Baptist Church, its agents, servants, employees, insurers, successors and assigns from all claims, demands, causes of action, damages or suits at law and equity of whatsoever kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my presence at the facility or use of the facility and/or equipment.

This waiver and release is intended to and does release Longview Point Baptist Church from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties and Longview Point Baptist Church's negligence, including but not limited to negligence in the construction, maintenance and upkeep of the facility and its equipment, negligence in training or negligence in supervision.

I further covenant and agree not to institute any claims or legal action against Longview Point Baptist Church for any claim released by this Agreement. I further agree that should any claim be made against Longview Point Baptist Church in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) Longview Point Baptist Church for any such claim and expenses including attorney's fees and costs incurred by Longview Point Baptist Church in defending themselves or security indemnity hereunder.

I recognize the facility is not supervised, and I use the facility (including premises and equipment) entirely at my own risk.

2. I understand that Longview Point Baptist Church is not responsible for any lost or stolen valuables or property from within the facility.

3. I acknowledge that I have received and read a copy of the Building Use Policy governing the use of the facility. I agree that I will fully comply with all rules and regulations and with any amendments.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue Longview Point Baptist Church for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by Longview Point Baptist Church, will void and terminate this Agreement and may result in loss of the ability to use the facility.

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Bride Signature

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Date

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Groom Signature

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Date