

Eastside Baptist Church
Policies and Procedures for Weddings
Policies for the Florist

Your cooperation in helping us to care for our church facility will be greatly appreciated.

1. Appropriate decorations may be used for your event when using care to protect our facilities. If you wish to decorate early for your event, please contact the church office. Below are some guidelines that we request be followed for the events:
 - Live plants may be used however sufficient protection against spills and stains must be used.
 - Do not place flowers or plants on any church furniture or railings. Plant stands or risers must be used.
 - Do not use church furniture, pew Bibles or hymnals as risers.
 - No decorations may be attached to the pews, walls or any furniture with pins, glue, tape or nails
 - Candelabra(s) or lamp(s) must have padding designed to prevent scratches to pews.
 - Only mechanical candles are permitted for burning in the church sanctuary with the exception of the unity candle. However, the unity candle must have all the necessary protection to keep candle wax from damaging the carpet and furniture.
2. During special celebration times such as Christmas, the building will be decorated. These decorations are not to be disturbed or moved. Your decorations need to be planned with these decorations in mind.
3. No rice, which is a hazard to wildlife, may be used on the premises. Only use birdseed and only outside of the building.
4. All decorations for the event shall be removed from the church buildings immediately after your event. .
5. Hymnals and other items in the backs of the pews are not to be removed.
6. All sound equipment will be handled by the church's sound person. No one except the church sound person will be allowed in the sound booth.
7. Eastside Baptist Church is not responsible for any valuables left in the church facility.

Eastside Baptist Church - 404 5th Street NE - P.O. Box 749 - Cairo, GA 39828 - (229) 377-4154

Office: Amount Paid: _____ Date Paid: _____

Approved by: _____ Date Approved: _____

Approved 13Aug09