

## Mountain Bible Church *Wedding Policies & Request Form*

*The purpose of this form is to ensure the church coordinates successful wedding celebrations for members and active attenders (or their immediate family members). Every detail of the wedding is important in order to ensure that MBC is able to furnish what is needed, that events are not double-booked, and that the requestor understands MBC's wedding policies.*

*Please provide the details requested and review the information provided carefully. Request forms can be scanned and emailed to [jannah@mtbible.org](mailto:jannah@mtbible.org) or mailed to the church office at 18 Pine Meadow Rd., Livingston, MT 59047. Once received, MBC will contact you if the event has been approved or if we need additional information.*

<i>For Office Use Only</i>			
<b>Approved by (MBC Elder):</b> _____			
<b>Notified Requestor on:</b> _____			
<b>Contact Information:</b> <i>(Please print)</i>			
<b>Contact Person's Name:</b>	<b>Email:</b>	<b>Phone:</b>	<b>Today's Date:</b>
<b>Are you a member/regular attender of MBC? Yes</b> ____ <b>No</b> ____			
<b>If not, please provide the name and contact information of an immediate family member who is:</b>			
<b>Wedding Coordinator Name &amp; Contact Info (if applicable):</b>	<b>Bride's Name and Contact Info:</b>	<b>Alternative Contact:</b>	
	<b>Groom's Name and Contact Info:</b>		
<b>Wedding Officiant Name &amp; Contact Info</b> <i>(officiant must be approved by an MBC elder):</i>			

**Event Information:** *(Please print)*

<b>Date of Wedding:</b>	<b>Wedding Start &amp; End Time:</b>	<b>Expected Attendance (250 max):</b>	
<b>Rehearsal Date (if needed):</b>	<b>Rehearsal Start &amp; End Time:</b>	<b>Date &amp; Time for Set Up:</b>	<b>Hours You Will Need to Clean up after Wedding:</b>

*MBC has two buildings available for use. The Sanctuary is equipped with a stage, sound system, projection capabilities, and men's and women's restrooms and can seat 250. Food is not allowed in the sanctuary. The Education Building is divided into three classrooms and a nursery and is equipped with projection capabilities and one restroom. Each classroom can seat 10-20 depending on set up. MBC does NOT have a kitchen available for use.*

**Please check which building(s) you will need access to and note the date and purpose:**

**Sanctuary**    **Date(s)** \_\_\_\_\_ **Time(s)** \_\_\_\_\_ **Purpose** \_\_\_\_\_

**Edu. Bldg.**    **Date(s)** \_\_\_\_\_ **Time(s)** \_\_\_\_\_ **Purpose** \_\_\_\_\_

*MBC has 320 padded chairs & 26 folding chairs available for use. There are 5 round fold-up tables (that seat 8) and 9 rectangular fold-up tables (that seat 6-8). All tables and chairs must be returned and set up where you originally found them. Chairs cannot be removed from the sanctuary.*

**Number & Type of Chairs Needed:**

**Number & Type of Tables Needed:**

*MBC has a sound system and projection capabilities in the Sanctuary and projection capabilities only in the Education Building. Please check and describe your sound and/or projection needs (an MBC Technician is required):*

**Sanctuary Sound System**                      **Sound needs:** \_\_\_\_\_

**Sanctuary Projection System**                      **Projection needs:** \_\_\_\_\_

**Education Building Projection System** **Projection needs:** \_\_\_\_\_

## Facility Rules, Costs, & Other Details:

### Rules:

- No smoking, drugs, alcohol, weapons, or fireworks are allowed on the premises.
- No explicit music. No live music after 9pm. No outdoor music or PA system.
- To prevent damage to facilities, all decoration plans must be approved beforehand.
- Minors cannot be left unattended in any church facility.
- Parking is only allowed in the designated parking areas on church property. No blocking entrances or exits. No parking on or along Pine Meadow Rd.

**Building Access:** Please make arrangements to access the building at least 5 days prior to the wedding by contacting the church office at 406-219-7628 or emailing [jannah@mtbible.org](mailto:jannah@mtbible.org). Key(s) will be provided upon receipt of *full* payment and acknowledgement of wedding policies. Key(s) must be returned before the deposit will be refunded.

### Clean-Up (*Damage to property or failure to clean up will result in the forfeiture of the deposit*):

- All trash, food, and decorations (indoors & outdoors) must be cleaned up and removed after the event.
- All used tables and chairs should be wiped down, folded up (if applicable), and placed where you found them.
- All toilets in restrooms should be flushed and restroom counters wiped down.
- Any damage to property should be reported immediately to the church office at 406-219-7628.

**Supplies:** You will need to supply your own paper goods, utensils, table cloths, and any kitchen equipment. MBC is not equipped with a kitchen for your use.

**Technology:** MBC is equipped with a sound system and projection options. If you require these services a MBC technician will be provided for an additional fee. You may NOT access the technology without a MBC technician present.

### Cost for Facility Rental:

- Deposit: \$250
  - Deposit is *refundable* upon receipt of keys and confirmation that all policies have been followed and there has been no damage to property.
- Building Rental Fee: \$100
- Cleaning Fee: \$150
- Technician Fee (if applicable): \$100
  - Fee is for up to 4 hours on date of wedding, more time at an additional cost.
- Make checks payable to *Mountain Bible Church*.
- *Once you're request has been approved, a deposit in the form of a check postdated with the date of the wedding is required to confirm your event.*

**I have read and agree to abide by the Mountain Bible Church building use policies as described on this form:**

**Signature of Event Contact Person:** \_\_\_\_\_

**If you have additional questions or need to contact someone before the event, please email [jannah@mtbible.org](mailto:jannah@mtbible.org) or call the church office at 406-219-7628.**