

2014

Facilities Costs and Policies

The following document provides information regarding event planning at Sherwood Baptist Church. The enclosed are guidelines, room descriptions and prices to aid in event planning.



Facilities Costs and Policies 2014

Sherwood Baptist Church, Albany, Georgia

Table of Contents

Welcome	3
Main Facilities	4
Price Listing	5
Policies	6
1.1 EVENT SCHEDULING	6
1.2 DECORATING	7
1.3 PHOTOGRAPHY	8
1.4 FACILITY / CATERING POLICIES	9
1.5 GENERAL INSTRUCTIONS FOR WEDDINGS	10
1.6 WEDDING APPLICATION	12
1.7 WEDDING DETAILS	13
1.8 WEDDING CHECKLIST	14
1.9 MUSIC SELECTION	15
1.10 LEGACY PARK	16
Appendix A	18

Welcome

Thank you for considering the Sherwood Baptist Church as a place to host your special event. Sherwood Baptist Church has a number of spaces that offer various settings for your event. The enclosed guidelines, room descriptions and prices have been designed to aid you in your planning to ensure your event is a success. When reserving your event we will take you on a walk-through of the facilities to determine the space that will be suitable for your event and ensure your event coincides with the mission and vision of Sherwood Baptist Church. Our team will look forward to working with you.

Blessings,

Event Coordinator
Sherwood Baptist Church
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Phone: 229-883-1910
Fax: 229-431-9338

“Therefore if there is any encouragement in Christ, if there is any consolation of love, if there is any fellowship of the Spirit, if any affection and compassion, make my joy complete by being of the same mind, maintaining the same love, united in spirit, intent on one purpose. Do nothing from selfishness or empty conceit, but with humility of mind regard one another as more important than yourselves; do not merely look out for your own personal interests, but also for the interests of others.” Philippians2:1-4



Main Facilities

SANCTUARY

Capacity: 2,000 seated

The Sanctuary is located on the first floor of the Sherwood main campus. This space is utilized for ministry-related events that coincide with the vision and mission of Sherwood Baptist Church



CHAPEL

Capacity: 200 seated

The Chapel is located on the first floor of the Sherwood main campus. This space is utilized for ministry-related events such as small weddings, funerals and seminars.



FELLOWSHIP CENTER

Capacity: 500-600

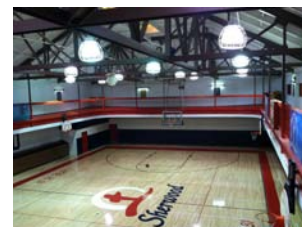
Ideal for larger crowds, the Fellowship Hall is equipped to host ministry services, plays, seminars, or receptions. The space is adjacent to the kitchen, thereby capable of hosting meals.



GYMNASIUM

Capacity: 350

The Recreation Outreach Center on the Sherwood campus is designed for indoor sports and exercise.



LEGACY PARK

Capacity: Various Capacities.

Legacy Park is located on Leary Road. This is an 82-acre park which provides a sports and recreational facilities for the family. On the property is a pavilion, cooking grills, volleyball courts, tennis courts, soccer fields, disc golf course and a fishing pond. This space is utilized for ministry-related events that coincide with the vision and mission of Sherwood Baptist Church



Price Listing

There is no charge for general use of the facilities by church members that support the Sherwood Baptist Church ministry. Charges will be incurred if Sherwood Members or Guests request the facilities for a group event (birthday party, family reunion, business function, etc.). A staff member must be available to lock/unlock the building if the event is scheduled outside of normal working hours. A Calendar Request Form must be completed **at least 90 days in advance**. A \$200 **non-refundable** deposit is due at the time of reservation for the Sanctuary and a \$100 **non-refundable** deposit is due at the time of reservation for the Pavilion.

Locations	Members	Non SBC Members
Sanctuary (300 guests confirmed)	\$1,000	\$2,000
House Sound and Lighting (required)	\$100	\$150
Fellowship Hall	\$300	\$500
Chapel	\$300	\$500
Gymnasium	No Charge	\$300
Children's Playground	No Charge	\$100
Hope Studio and Atrium	No Charge	\$200
Meeting Rooms (Sunday School Rooms)	No Charge	\$100
Media Fee Chapel / Legacy Park (No Cameras) This includes simple lighting and a designated sound operator.	4 hours - \$160 8 hours - \$320	4 hours - \$200 8 hours - \$400
Videography Fee Chapel/Legacy Park (video and editing cost) in addition to the above costs. Includes 2 cameras, set up, event, tear down, editing and 2 DVD masters.	Event \$550 Event + Reception/Party \$750	Event \$650 Event + Reception/Party \$850
Additional DVD's	\$8 each	\$8 each
Worship Center (NO CAMERAS) This includes a designated sound operator and lighting operator for the event.	4 hours - \$320 8 hours - \$640	4 hours - \$400 8 Hours - \$800
Worship Center (Full Package) Includes sound operator, lighting, setup, 3 camera video shoot, edit of video, director for live video and 2 DVD masters of event.	Event \$800 Event + Reception/Party \$1200	Event \$1000 Event + Reception/Party \$1400
Pavilion	4 hours - \$200 8 hours - \$400	4 hours - \$400 8 hours - \$800
Outdoor Picnic Area	\$25	\$50
Pond/ Soccer Field/Tennis Courts/Beach Volleyball	No Charge	No Charge
Custodian Fee (required)	\$75	\$100
Security Fee (required)	\$75	\$100
Wedding Coordinator	\$75	\$100
Church Pianist	\$75	\$100
Church Soloist	\$75	\$100
Catering	Available upon request	Available upon request

*All prices include set up and take down of chairs and tables; trash removal; use of restrooms. Prices are also subject to change depending on event and number of participants.

Policies

1.1 Event Scheduling

1. A Calendar Request Form must be completed and approved by the office of the Executive Pastor before your event is confirmed on the church calendar. It is advisable to schedule at least four months in advance due to heavy use of the facilities. A form is available at the receptionist office. **To be considered for Member rates you must have been an active member of Sherwood Baptist Church; in good standing for a year.**

2. Ministerial counseling is required to have a marriage/wedding ceremony held in the Sherwood Facilities. The word "marriage" means only a legal union between one man and one woman as husband and wife, and the word "spouse" refers only to a person of the opposite sex who is a husband or a wife. Requests for counseling and/or officiating should be handled directly with the Minister you wish to use. Use of an ordained Minister who is not on our staff must be approved by the Senior Pastor. Please refer questions to the Event Coordinator before scheduling an event.

3. Weddings, rehearsals or other events may not interfere/conflict with any church events nor are they held on Sundays or holiday weekends. Set up time for events should be discussed with the Event Coordinator.

4. Weddings and other events may be scheduled as follows:

a. As late as 7 pm on Friday evenings

b. As late as 5 pm on Saturday if your reception will be held at the Sherwood main campus. (In both instances, if the wedding or event must be held at the Sherwood campus, all area utilized must be cleaned and items must be removed from the premises no later than 3 hours following the time of the wedding. Any time over that will incur a charge of \$50.00 per 15 minute increment.

c. As late as 6 pm on Saturday if your reception will be held at another location.

5. Alcoholic beverages, drugs or smoking are not allowed on church property. Any event member, guest or service provider who violates this policy will not be allowed to participate in the event or remain on the property. Sherwood Staff members reserve the right to immediately cancel the event if just cause is given.

6. Dancing is not permitted & this should be communicated to ALL parties at the event.

7. Because some events/ceremonies are sacred occasions, please request permission to use flash pictures. Videotaping is limited to stationary positions during this time as well. PLEASE communicate this with all parties prior to the wedding.

8. Weapons or Firearms are not allowed on the property.

1.2 Decorating

1. Access to the facility will be available after 9:00 a.m. the day of the event. Any additional access will need to be discussed with and approved by the church at least one week prior to the event date. Any questions regarding where to set up photographic equipment, backdrops, etc. should be made to the Event Coordinator.

2. User/Florist is required to provide their own decorations and equipment which must be removed immediately following the event. Sherwood Baptist Church will not store or be liable for any items left here either before or after the event.

3. Flowers, ferns, candles, decorations, etc. should have appropriate materials placed under them to avoid staining of the carpet/floor, etc. If flowers from the event are to be left and used for Sunday worship or elsewhere in the church; it is the responsibility of the User/Florist to communicate this with the Event Coordinator prior to the event.

4. Clean up of all areas where decorations/flowers are used is the responsibility of the User/Florist after set up and take down times. User/Florist should discuss building access prior to arrival with Event Coordinator.

5. Nails, tacks, staples, pins, tape, etc. that will mar walls or woodwork may NOT be used anywhere in the facility. Use of candelabra, votive candles, etc. must be discussed with the Event Coordinator. Only drip-less candles (metal spring loads) may be used.

6. A time frame of 3 hours is allowed from the event start time. Everything must be completed and all items removed from the facility in this time frame. Any time over the scheduled end time will incur a charge of \$50.00 per 15 minute increment.

7. Flower petals are NOT Allowed on the carpeting. Bird seed & bubbles are allowed outside the building ONLY as the couple departs.

8. The bride and her family are responsible for all personal items brought to the church. If rented or borrowed property is used, it is their responsibility to see that it is returned immediately after the wedding. The church shall not be liable for anything that is lost, stolen or damaged.

All policies must be followed precisely in order for your functions to be held in the Sherwood facility. It is your responsibility to inform guests and service providers of these policies in advance. Any disregard of these policies may result in the immediate cancellation of your event.

1.3 Photography

1. Access to the facility will be available after 9 am day of the event. Any additional access will need to be discussed with and approved by the church at least one week prior to the event date. Any questions regarding where to set up photographic equipment, backdrops, etc. should be made to the Event Coordinator.
2. Pre-service photos of the wedding party must be completed at least 15 minutes prior to the service. Please note that the Minister may wish to meet with the Bride approximately 30 minutes prior to the ceremony.
3. NO FLASH PICTURES ARE ALLOWED during ceremonies! Guests with cameras and/or video cameras should be instructed that they are not allowed to be moving about during the service attempting to take pictures.
4. Immediately following the ceremony, Bride and Groom should be escorted to the reception area for pictures. Post-service photos may be taken after that if necessary.
5. Birdseed may be thrown OUTSIDE the buildings only. NO RICE OR CONFETTI is allowed as they create a cleaning problem as well as a safety hazard.
6. A time frame of 3 hours is allowed from the event start time. Everything must be completed and all items removed from the facility in this time frame. Any time over the scheduled end time will incur a charge of \$50.00 per 15 minute increment.

All policies of the church must be followed precisely in order for your functions to be held in our facility. It is your responsibility to inform your quests and service providers of these policies in advance. Any disregard of these policies may result in the immediate cancellation of your event.

1.4 Facility / Catering Policies

Use of the Kitchen, Fellowship Center and other facilities for dinners or receptions require:

1. An approved Calendar Request securing the date for your event.
2. A completed room setup diagram which will show placement of tables, chairs, etc.
3. Payment of fees is **required 3 weeks prior to event**.
4. The Hospitality Coordinator will advise User/Caterer in use of kitchen equipment and be available to answer questions, etc. Catering access to the facility will be available after 9 am day of the event. Any additional access will need to be discussed with and approved by the Hospitality Coordinator at least two weeks prior to the event date. Caterer may use rolling carts and kitchen equipment as approved.
5. Clean up is the responsibility of the User/Caterer and any items brought in to the facility must be removed immediately following completion of the event.
6. User/Caterer will need to bring dishes, wash and dry towels, dish detergent, foil, saran wrap, carry-out containers, zip-loc bags, etc. for use with this event.
7. Use of freezer or refrigerator space, ice machines, etc, should be discussed the week prior to the event to ensure available space.
8. A time frame of 3 hours is allowed from the event start time. Everything must be completed and all items removed from the facility in this time frame. Any time over the scheduled end time will incur a charge of \$50.00 per 15 minute increment.
9. Use of the kitchen and or grills requires the approval from the Hospitality Coordinator. Upon the completion of the event, all kitchen equipment and grills will be cleaned to the specifications listed in Appendix A. THIS INCLUDES SBC MINISTRY EVENTS.
10. A designated Caterer is also available through Sherwood. Prices are available upon request.

All policies of the church must be followed precisely in order for your functions to be held in our facility. It is your responsibility to inform your quests and service providers of these policies in advance. Any disregard of these policies may result in the immediate cancellation of your event.

1.5 General Instructions for Weddings

We believe God, our Creator, established marriage as a sacred institution between one man and one woman and this has been the traditional definition of marriage for all of human history. The fact that God has ordained that marriage between one man and one woman is clearly conveyed in His inerrant Scriptures. Therefore, the word "marriage" means only a legal union between one man and one woman as husband and wife, and the word "spouse" refers only to a person of the opposite sex who is a husband or a wife.

1. Please discuss all plans for the rehearsal and the wedding with your Wedding Director before the rehearsal. This will help make your rehearsal go quickly and smoothly and will also make things progress much better the day of the wedding.

2. All members of the wedding party should be instructed to the exact hour of the rehearsal and the wedding and to the time they should arrive.

3. If you are planning to use a child in your wedding it is suggested that he/she be at least five years of age as younger children can prove to be a distraction in many cases.

4. The Rehearsal:

- a. If a member of the wedding party is unable to attend the rehearsal, inform the Wedding Director and designate a substitute who will stand in and be responsible for instructing the attendant prior to the wedding.
- b. A stand-in is used for the Bride the first time through the rehearsal so the Bride may observe placement of attendants. The 2nd and final time, it is important that the Bride actually rehearse especially the handling of the flowers and the mounting of the steps.
- c. The marriage license must be given to the Minister prior to the ceremony.

5. The Wedding:

- a. Ushers must be present at least 30 minutes prior to the time of the wedding (or as instructed). The usher who escorts in the Mother of the Bride and the Mother of the Groom will also usher them out. No guests will be ushered in after the Bride's mother is seated, but may seat themselves behind the other guests.

Usher who will seat the Groom's parents: _____

Usher who will seat the Bride's mother: _____

b. List below the wedding party in order of entrance:

Brides Attendants	Groom's Attendants
_____	_____
_____	_____
_____	_____
_____	_____

- c. Will the wedding benediction be sung? Yes / No
- d. If you are having variation in the usual ceremony, please explain below. (Must be approved by the minister prior to the wedding day.)

e. List any other info related to the ceremony that will be helpful to the Wedding Director/Minister.

- I AGREE to abide by all of the Church Policies.
- I AGREE that Sherwood Baptist Church is NOT liable for any damages that may occur to any person or property that is owned by me or any person attending my group function.
- I AGREE that I AM liable for any damages that may be incurred to church property by anyone associated with my group function.
- I AGREE to inform my guests and service providers of the NO Smoking, NO Drugs, NO Alcoholic Beverages and NO Dancing policy and to abide by and enforce this policy.

Applicant	Co-Applicant	Date
Phone # _____	Phone # _____	
Event Date _____	# of Guests _____	Room Location _____
Room Fee _____	Coordinator Fee _____	Other _____
Date Paid _____	Date Paid _____	Date Paid _____

Schedule for Wedding Pictures

Pre-service Photos at _____ am / pm **Location** _____

Post-service Photos _____ am / pm **Location** _____

Other _____

1.6 Wedding Application

Bride		Groom
Name		Name
Address		Address
City/St/Zip		City/St/Zip
Home #	Wk#	Home #
Cell #		Cell #
Parents		Parents
Address		Address
City/St/Zip		City/St/Zip
Home #	Wk#	Home #
Address of couple after the wedding		
Address		City/St/Zip
Home #	Wife's cell #	Husbands cell #

Wedding Information	Wedding Date	Time	Approximate # guests
	Minister performing ceremony		
	Reception at	<input type="checkbox"/> church <input type="checkbox"/> other	Time
	Rehearsal at	<input type="checkbox"/> church <input type="checkbox"/> other	Time

1. I AGREE to abide by all the Wedding Policies.
2. I AGREE that Sherwood Baptist Church is NOT liable for any damages that may occur to any person or property that is owned by me or any person attending my group functions.
3. I AGREE that I AM liable for any damages that may be incurred to church property by anyone associated with my group functions.
4. AGREE to inform my wedding party, guests and service providers of the NO Smoking, NO Drugs, NO Alcoholic Beverages, NO Dancing policy and to abide by and enforce this policy.

Bride _____

Groom _____

Date _____

1.7 Wedding Details

1. Heat/Air turned on for rehearsal Date _____ Time _____
2. Heat/Air turned on for wedding Date _____ Time _____
3. Flowers/Decorations to be delivered Date _____ Time _____

Other info _____

Who will deliver? Name _____ Phone _____

4. Number of chairs to be placed in Chapel _____
5. Weddings that are scheduled around meal times may want to provide snacks/drinks for the wedding party in their dressing rooms. Drinks & food are not allowed in the Chapel, Atrium, Worshi Center or Hallways of the buildings.

6. Photographer will arrive: Date _____ Time _____
Name _____ Phone _____

7. Caterer will arrive: Date _____ Time _____
Name _____ Phone _____

8. Wedding Director will arrive: Date _____ Time _____
Name _____ Phone _____

9. Kitchen Coordinator will arrive: Date _____ Time _____
Name _____ Phone _____

Other info:

1.9 Music Selection

Approval Guidelines

All music must aid in the Worship of God and the blessing of this union.

Bride _____ Groom _____

Home # _____ Work # _____ Home # _____ Work # _____

Date of Wedding _____ Time of Wedding _____

- Music selections need to be approved by the Minister of Music three weeks prior to the wedding. (Included in this planner is a listing of appropriate wedding music selections).
- The Minister of Music can recommend individuals who are available for wedding music if you are looking for accompanists.
- Fees for accompanists should be discussed directly with them and checks made payable to them should be mailed/hand delivered to them 1 week prior to the wedding.

List titles of musical selections to be performed for your ceremony.

Pre-Service Selections	Live	Taped
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Processional Selection		
_____	<input type="checkbox"/>	<input type="checkbox"/>
Service Selections		
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Recessional Selection		
_____	<input type="checkbox"/>	<input type="checkbox"/>

Approved _____
Date

By _____

1.10 Legacy Park

Members of Sherwood Baptist Church and the Southwest Georgia community are invited to use the facilities at Legacy Park for personal use during operating hours (see below). Anyone who wishes to host an organized group event should follow the guidelines listed below.

1. A calendar request must be completed by a Sherwood Staff member **at least three weeks in advance** (*see price sheet regarding Pavilion use) and approved before any event will be placed on the calendar. Anyone interested in using the facility for a wedding should contact the main church office.
2. Events must take place during the hours of operation. All activity, including set up and clean-up must take place during these hours. A time frame of 3 hours is allowed from the event start time. Everything must be completed and all items removed from the facility in this time frame. Any time over the scheduled end time will incur a charge of \$50.00 per 15 minute increment.
3. Alcoholic beverages, drugs and smoking are not allowed on the property. Any person who violates this policy will not be allowed to participate in the event or to remain on the property and we reserve the right to cancel the event immediately if there is just cause.
4. Dancing is not permitted & this should be communicated to ALL parties involved.
5. Music played at any event must be approved in advance by the music department at the church.
6. Use of the kitchen/grills requires the approval of the Hospitality Coordinator. Upon the completion of the event, all kitchen equipment and grills will be cleaned to the specifications listed in Appendix A. **THIS INCLUDES SBC MINISTRY EVENTS.**
7. The user reserves the right to pay a walk-away cleaning fee or clean the equipment to the specifications listed in Appendix A. A decision will be required at the time of signing the agreement.
8. A completed setup diagram is required. This should include placement of tables, chairs, etc. if they are required.
9. The Hospitality Coordinator will advise User/Caterer in use of kitchen equipment and be available to answer questions, etc. Catering access to the facility will be available after 9 am day of the event. Any additional access will need to be discussed with and approved by the Hospitality Coordinator at least two weeks prior to the event date.
10. A designated Caterer is also available through Sherwood. Prices are available upon request.
11. Clean up is the responsibility of the User/Caterer and any items brought in to the facility must be removed immediately following completion of the event.
12. User/Caterer will need to bring their own dishes, wash and dry towels, dish detergent, foil, saran wrap, carry-out containers, zip-loc bags, etc. for use with event.
13. Use of freezer or refrigerator space, ice machines, etc, should be discussed with the Hospitality Coordinator the week prior to the event to ensure available space.

14. Use of any field or the tennis courts require the use of proper equipment and footwear. Tennis shoes must be worn on the tennis courts, cleats are not allowed.

15. The pond is intended for fishing ONLY, swimming is NOT allowed. Children who fish at the pond must be accompanied by an adult.

Legacy Park Hours

MAY - SEPTEMBER

Sunday	Closed
Monday	Closed
Tuesday	8:00 AM - Noon
Wednesday	8:00 AM – 8:00 PM
Thursday	8:00 AM – 8:00 PM
Friday	8:00 AM – 8:00 PM
Saturday	8:00 AM – 8:00 PM

OCTOBER - APRIL

Sunday	Closed
Monday	Closed
Tuesday	8:00 AM – 5:00 PM
Wednesday	8:00 AM – Noon
Thursday	8:00 AM – 5:00 PM
Friday	8:00 AM – 5:00 PM
Saturday	8:00 AM – 5:00 PM

Appendix A

Kitchen Cleaning Checklist

- Wire brush grill between cooking red meat, poultry and fish and after completion
- Wipe down the counter tops and prep areas
- Clean cutting boards with soap and warm water
- Dispose of all cleaning rags in the trash
- Empty trash bins
- Clean the fryers
- Empty sanitizing buckets
- Put all aprons and chefs coats in laundry (not with cleaning rags)
- Wash and sanitize all surfaces (cutting boards, reach-in, line, prep tables)
- Wash meat and cheese slicer after each use
- Cover all bins in cooler with plastic wrap
- Clean floor mats
- Sweep and mop the kitchen floor
- Wash the can opener
- Sweep or rake area free of all debris
- Notify Hospitality Coordinator when complete

Items that will be cleaned by Sherwood Staff

- Clean out grease traps
- Change foil linings of grill, range and flattops
- Run hood filters through the dishwasher

*All cleaning supplies and locations will be identified during the initial walkthrough.