

**NEWINGTON BAPTIST CHURCH  
WEDDING USE- FACILITY USAGE FORM  
6169 Main Street, Gloucester, VA 23061  
Phone: (804) 693-2349**

**SUBMISSION REQUIREMENT:**

**The Requester must submit this completed form and return the form to the Newington Baptist Church Administrative Assistant within 10 days of receiving it. Prompt submission is required so the wedding can be placed on the Newington calendar and all required personnel can be scheduled.**

**Submission Contacts:**

- **Administrative Assistant:** Angie Grella - Phone Number: (804) 693-2349
- **Wedding Coordinator:** Jennifer Young – Phone Number: (804)-854-3231  
**You will receive written confirmation once the wedding is officially scheduled.**

**SECTION 1 – REQUESTER & WEDDING PARTY INFORMATION**

- Requester's Name: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_
- Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Sponsoring Newington Church Member**

- Sponsoring Member? Yes / No
- If yes, Member's Name: \_\_\_\_\_

**Wedding Couple**

- Groom: \_\_\_\_\_
- Bride: \_\_\_\_\_
- Church Affiliation (if any): \_\_\_\_\_

**Liability Insurance**

(Circle one) Yes / No

If yes, Insurance Company: \_\_\_\_\_

**Event Details**

- Date(s) of Event: \_\_\_\_\_
- Time and Hours of Event: \_\_\_\_\_
- Description of Activity: \_\_\_\_\_  
\_\_\_\_\_

**SECTION 2 – ROOMS REQUESTED**

*(Circle all that apply)*

Sanctuary • Fellowship Hall • Gym • Youth Room • Other: \_\_\_\_\_

**SECTION 3 – AUDIO / VISUAL NEEDS**

*(Only Newton technicians may operate church audio/video equipment.)*

Circle all that apply:

- Handheld Microphone(s)
- Lapel Microphone (minister)
- CD/MP3 Player
- Slideshow or Video Clips
- Other: \_\_\_\_\_

**Music & Worship Support (Optional Recommendations)**

*(Circle if you want the church to recommend)*

- Pianist
- Keyboard
- Vocalist
- Other: \_\_\_\_\_

*(Note: All A/V and music support is subject to availability and will be confirmed in writing.)*

**SECTION 4 – SETUP & ADDITIONAL SERVICES**

**Room Setup (if applicable)**

- Fellowship Hall seating for: \_\_\_\_\_  
*(Note: Fellowship Hall seats only 60 when set up.)*
- Gym seating for: \_\_\_\_\_

**Additional Needs (subject to availability)**

- Pastor/Officiant needed? Yes / No
- Pianist needed? Yes / No

*(Note: Pastor and pianist availability are not guaranteed and will be confirmed in writing.)*

**SECTION 5 – BUILDING ACCESS & LOGISTICS**

**Primary Contacts for This Wedding**

- Administrative Assistant: Angie Grella - Phone Number: (804) 693-2349
- Wedding Coordinator: Jennifer Young - Phone Number: (804) 854-3231

**Building Access Instructions**

The Wedding Coordinator will arrange:

- Unlocking/locking times
- Arrival instructions for wedding party and vendors
- Setup and teardown schedule

**Florist / Delivery Instructions**

All deliveries must be coordinated with the Wedding Coordinator.

Delivery Window: \_\_\_\_\_

**Parking Instructions**

Special weekday parking needs or restrictions will be communicated by the Wedding Coordinator.

**SECTION 6 – PAYMENT INFORMATION**

Payment from the Responsible Party to Newington Baptist Church is due by the date of the wedding.  
Checks payable to: Newington Baptist Church.

<b>CHURCH OFFICE USE ONLY:</b>	
<b>To be approved by the Wedding Coordinator in conjunction with the Board of Directors</b>	
Approved: _____	Disapproved: _____ Date: _____
Total Fees From Below (see page 4): _____	
Any fees waived by Newington Baptist Church: _____	
Total fees, after subtracting any waived fees: _____	
Deposit received from Requestor: _____	Date: _____
Balance received from Requestor: _____	Date: _____

**SECTION 7 – FACILITY FEES**

Facility fees cover operational costs, building maintenance, staff support, A/V tech operation, and post-event restoration.

**Facility Fees (check all that apply)**

- \$500 Sanctuary
- \$500 Gym (seats 300 when set up) – one-time use
- \$100 Gym per day (for practices or routine events)
- \$300 Fellowship Hall & Kitchen
- \$200 Fellowship Hall Only (seats 60 when set up)
- \$100 Kitchen Only
- \$100 each – Other Rooms (Family/Media Room, Pastor’s Room, etc.)

**Personnel Services (subject to availability)**

- \$200 Pastor/Officiant (negotiable, especially if in counseling with Pastor)
- \$150 Pianist (hourly rate)
- \$150 A/V Tech (hourly rate)
- \$150 Sanctuary platform breakdown/reset (if needed)

**Table/Chair Setup**

- \$100 Gym
- \$100 Fellowship Hall

**Wedding Coordination**

- \$150 Wedding Coordinator (per wedding)
- \$45 Other Event Coordinator (per event)

**TOTAL Newington Facility Use Fees:** \$\_\_\_\_\_

**SECTION 8 – GENERAL FACILITY RULES & REPRESENTATIONS**

*(All rules preserved from original form, lightly clarified for readability.)*

1. Use must comply with the Church’s Constitution, Bylaws, Doctrinal Beliefs, and other religious doctrines.
2. Use is limited to the rooms requested and adjacent common areas.
3. Alcohol, tobacco, vaping, and illegal drugs are prohibited.
4. Foul language, weapons, gambling, and threats of violence are prohibited.
5. Food and drinks are allowed only in the Fellowship Hall or Gym.
6. No screws, nails, or damaging attachments may be used.
7. User agrees to indemnify and hold harmless Newington Baptist Church.
8. A walkthrough with church staff is required after the event.
9. User agrees to communicate these rules to all attendees.
10. User acknowledges the contagious nature of COVID-19 and assumes risk.
11. No childcare is provided; children must be supervised.
12. Groups involving minors must follow the Child Protection Policy.
13. Church functions take priority; rescheduling may be required.
14. User must notify the church promptly if canceling. The church reserves the right to hold or refund a deposit for a voluntary cancellation.
15. Disputes will be resolved through Christian mediation or arbitration.

**SECTION 9 – SIGNATURES**

**Responsible Person / User Contact**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Newington Baptist Church Wedding Coordinator**

Approved / Disapproved

Signed: \_\_\_\_\_

Date: \_\_\_\_\_