

PLEASE READ CAREFULLY
[GIVE A COPY TO YOUR FLORISTS AT THE TIME YOU MAKE ARRANGEMENTS]

TO ALL FLORISTS AND/OR DECORATORS:

1. It will be the Florist's responsibility to decide what time he or she will need to get into the facilities to begin setting up, and to communicate that with the client. FBC personnel are not responsible for coordinating this. **For security reasons, keys will not be loaned to anyone.**
2. The event is allowed six (6) hours maximum: four (4) hours prior and two (2) hours after the event. **If you require more time, please notify your client as soon as possible. There is an additional hourly fee for every hour over the maximum allowed.**
3. **IMPORTANT:** For weddings taking place in the Sanctuary, Decorators may **NOT** remove the choir chairs, the rug on the stage, risers, any pews, pew pads, or musical instruments for any reason. **NO EXCEPTIONS.**
4. Florists/Decorators are not to use any nails, tacks, cellophane tape, duct tape, wire or other materials that could damage the woodwork or leave a residue.
5. Christmas decorations **cannot** and **will not** be removed or redecorated. All Christmas décor must stay as is. **NO EXCEPTIONS.**
6. **Only mechanical candles may be used.** A Unity Candle is permitted. No candles are allowed in the aisles. No aisle runners may be used.
7. All plants brought into the building **must** have saucers placed under them.
8. **The Florist is responsible to clean up the following within two (2) hours after the event:** please remove all leaves, residue and spilled dirt from potted plants, ferns, floral arrangements, etc. FBC Custodial personnel will provide you with trash bags in order to dispose of the garbage and they will be responsible for re-staging immediately following your departure.
9. Vendors decorating in any room of the church are expected to leave the room in the same order in which it was found before decorating began.
10. Should you have any questions on the day of the wedding, please ask a Maintenance staff member.
11. **IMPORTANT:** In the event the vendor does not adhere to these guidelines he or she will not be allowed to be part of future events on FBC grounds.
12. **PLEASE OBSERVE THE FOLLOWING CHURCH RULES:**
 - A. **INSIDE THE CHURCH: No rice, birdseed, confetti, flower petals, etc.**
 - B. **OUTSIDE THE CHURCH: No birdseed or rice.** (Nothing that may be harmful to living creatures.)
 - C. **There will be no smoking or use of tobacco products permitted in the church buildings or on the church grounds at any time.**
 - D. **No alcoholic beverages may be served or consumed in church buildings or on the church grounds and any guest under the influence of alcohol will not be welcome.**
 - E. **There will be no use of illegal drugs allowed in the church buildings or on church premises/grounds at any time. Any guest under the influence will not be welcome.**

**VENDORS WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO FACILITIES HE OR SHE
UTILIZED.**

First Baptist Church of Dothan, AL
Revised April 7, 2016