

UNIVERSITY BAPTIST CHURCH  
16106 MIDDLEBROOK DRIVE HOUSTON, TEXAS 77059

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# *Your Wedding*

AT UNIVERSITY BAPTIST CHURCH

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# *Planning Your Wedding*

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## **Introduction**

Congratulations on your upcoming marriage! This is such an extraordinary time in your life and we are honored to be a part of your special event.

We are happy to work with you to make this a very special occasion. In this booklet, you will find most of the information you will need to plan your wedding at University Baptist Church.

We are happy to offer the use of our facilities, but at the same time, we must be good stewards of its use and maintenance. These guidelines are for your understanding to assist you in planning a happy and joyous occasion.

You should see that the individuals who will be participating in your wedding, guest ministers, florists, photographers, guest organists, etc., understand our church policies. To assist you, we are providing special instruction sheets for each participant.

Since marriage is one of the greatest commitments you will ever make, we at UBC want to do everything we can to make, not only your wedding, but also your marriage, happy and successful. We commit to you our help in your preparation for marriage because we want you to experience the joy and fulfillment that a Christian marriage can bring. Likewise, we ask you to make a commitment to prepare for your wedding and marriage in a way that can help you be successful in both.

Thank You,

Rick Carpenter  
Associate Pastor for Pastoral Care

## *Available Facilities*

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### **For Your Wedding**

- Worship Center** Our Worship Center will seat approximately 1,200 guests. A computerized organ with two manuals and a grand piano are provided with the Worship Center.
- Chapel** Our Chapel will host up to 250 guests. A grand piano is available in this area.
- Great Room** Our Great Room is available for smaller, more intimate weddings (up to 100 guests). A baby grand piano is provided as well as an electronic keyboard if requested.

### **Dressing Areas for Your Wedding Day**

- Bride's Room** Our bride's dressing room is located on the second floor of our Learning Center. If there is a large bridal party, a separate dressing area will be provided for the bridesmaids at an additional cost.
- Groom/  
Groomsmen** Most often the Groom and Groomsmen will come dressed for the wedding, however, a large room will be provided for dressing if necessary. This would be scheduled with your wedding coordinator.

## *Scheduling and Other Information*

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1. When considering having a wedding at UBC, a Wedding Information Packet may be picked up from the Receptionist during regular office hours: M-F, 8 am-5 pm; emailed to you upon request; or downloaded from our website, [www.ubc.org](http://www.ubc.org).
2. Weddings at UBC may be requested up to 12 months in advance. The earlier you submit your request, the better your chances of obtaining your desired date and time.
3. If you have chosen a date, the Receptionist is able to check the church calendar for availability. If you would like to hold that date, she will calendar that date as “Tentative” for 10 business days until the paperwork is submitted.
4. In order to start the confirmation process for your selected date/time, you must:
  - a) Return the completed Wedding Application Form (last page in packet) along with a security deposit to the Receptionist within the 10-day period.
  - b) After the approval process, you will receive a letter from UBC confirming the date/time of the rehearsal & wedding. This letter will also include the name of your wedding coordinator and her contact number(s). Coordinators are assigned at the discretion of the Lead Wedding Coordinator unless the bride and/or groom have a preference.
5. It is advisable that you do not make commitments to caterers, airlines, florists, etc., until you have received written confirmation from UBC confirming your date and time.
6. If a UBC pastor’s services are requested, the coordinator will check his availability. A guest minister may be used upon approval. If a guest minister is used, please indicate on the application, his name, address, phone number, and place of ministry.
7. After your wedding is confirmed, you will need to be sure your florist and decorator contact the wedding coordinator to arrange times for the decorations to be put up and to be taken down. UBC reserves the right to schedule multiple events on the same day, therefore, it is very important to adhere to your assigned schedule.

**\*UBC policy states that the time frame allotted for weddings will be five hours: three hours prior to the ceremony time for decorating and two hours for the ceremony/photography. A definite time for decorating must be scheduled with the Receptionist and communicated to the Building Superintendent by the wedding coordinator. If additional time is requested for decorating, additional fees will be assessed.**

8. UBC facilities are not available for weddings on Sundays or any weekdays on which the church is closed for business (holidays, etc.). In the Worship Center, Saturday weddings may be scheduled up to, but no later than, 7:00 p.m. The Chapel is not available on Saturdays after 7:00 p.m.

**YOUR WEDDING AT UNIVERSITY BAPTIST CHURCH**

9. The church calendar does not allow us to schedule weddings between Thanksgiving and New Year's Day. In addition, there will be no weddings scheduled the week of Palm Sunday or Easter. The Associate Pastor of Worship may make an exception, on the condition that all parties understand that the sets and decorations will not be rearranged or removed from the sanctuary.
10. UBC will cooperate in removing any pulpit area furniture possible (pastors' chairs, rugs, pulpits, etc. in the Worship Center), however, Choir chairs will not be moved. In the Chapel, the piano must remain on stage. In the Great Room, the piano will remain off stage. Wedding decorations must be adjusted to remaining items found on the platform at the time of the wedding. Your coordinator will make you aware of what can and cannot be moved. The final decision will be left to the discretion of the wedding coordinator and/or church administrator.
11. For all weddings, the building must be vacated by 9:30 pm.
12. If dresses are to be delivered to the church, a member of the family or wedding party must be available at the church to receive them during regular working hours. **UBC will not be liable for loss or damage to dresses or other items.** Delivery time should be arranged with the church office through the coordinator.
13. One hour will be allotted for wedding rehearsals and 2.5 hours for a wedding, including pictures, in order to allow for the scheduling of church facilities and personnel. Please begin rehearsals promptly at the scheduled time. Depending on the circumstances, if the rehearsal and/or wedding time exceeds the allotted time, an extra charge of \$25 per half hour will be deducted from the deposit for any/all personnel involved such as coordinator, sound technician, custodian, plus facility charges.
14. Following the wedding, all personal articles and trash must be removed from the building. This includes the Worship Center and the dressing areas. If extra janitorial assistance is needed following the wedding, a charge\* will be deducted from the wedding deposit. **(\*This includes a \$50 charge (per room) for custodial service if any food is brought into the church for the wedding party and if the candelabras are not cleared of all decorations.)**
15. The church will be open 3 hours before the scheduled time of the wedding unless otherwise scheduled.
16. All service charges are due 30 days prior to the date of the wedding.
17. All security deposits will be forfeited for weddings cancelled less than 30 days before the scheduled event.

## *Things to Know*

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1. UBC is happy to make our facilities available for your wedding. It is necessary for UBC to charge for some of the services rendered and costs for the facilities. These costs are listed on the Wedding Service Charges sheet included with this book.
2. UBC cannot be held responsible for lost or stolen property.
3. Furniture or plants from other areas of the church may not be used.
4. **Smoking is not allowed on church grounds at any time.**
5. **Alcoholic beverages are prohibited.** Anyone appearing to be under the influence of alcohol during the rehearsal, wedding, or reception will be required to leave.
6. We request that you do not throw rice or birdseed because they are slippery underfoot, especially when wet, and is very difficult to clean up. Bubbles and “silk” flower petals are acceptable alternatives. It is best to hand out the guest bags after the guests have assembled outside, to avoid spills inside the church.

## Photography

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UBC reserves the right to restrict the privileges of any photographer who does not adhere to the following policies.

1. Flash photographs may not be taken during the ceremony, except at the entrance and exit of the bride. Photography without flash may be done from the balcony.
2. Videotaping will be from prearranged, designated places only. **Special requests by the videographer regarding placement of principals, etc., should be cleared with the coordinator prior to the wedding, last-minute changes cannot be accommodated.** (It is recommended that the videographer be present at the rehearsal to check positioning of the cameras.)
3. Any pre-ceremony photography/video must be completed 30 minutes prior to the beginning of the ceremony.
4. The Worship Center and Chapel have a video projection system. If you wish to include a DVD in your wedding ceremony, your coordinator will be glad to discuss this service with you. The services of a Video Tech must be requested at least two weeks prior to the ceremony. The material must be previewed by the Wedding Coordinator and Video Tech at least two weeks prior to the ceremony. Additional fees for the technician to run the equipment will be necessary, pending the availability of such personnel.



## *Florist and Decorations*

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- 1.** Because of our fire safety regulations, all candles used in candelabras must be springload or Paradise (you may use your florist's or ours). Votive candles may be used only when in hurricane lamps. Candles may not be surrounded by anything flammable. We recommend the use of UBC equipment if possible. There is no charge to use our equipment; however, there is a charge for the candle inserts.
- 1.** Plastic material must be under all flower arrangements and candles and/or candelabras in order to protect carpets and furniture (**no exceptions**). No preservative harmful to carpets may be used in any arrangement or container. **UBC reserves the right to restrict the privileges of any florist who violates these regulations.**
- 2.** The individual family scheduling the wedding will be held liable for any damage to the carpets, furniture, or buildings (necessary adjustments will be made to the deposit refund if repairs or replacement should be necessary).
- 3.** Please do not use nails, tacks, staples, pins, adhesives, or anything that will mar woodwork on pews or furniture.
- 4.** Awnings may be erected at the church entrance, provided they are separate from and not attached to, the church building.
- 5.** Please have florists or assigned individuals begin takedown in the sanctuary decorations immediately after the wedding. If silk flower petals are used, they must be removed by the florist. Storage space is not available at UBC for any "outside" decorating items.
- 6.** The buildings/candelabras (un-decorated) must be restored to its original condition following your wedding.

## Music

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1. Marriage is an ordinance of God, and its solemnization at the altar places the marriage covenant under His blessing and commandment. A church wedding should be a worship experience, and only appropriate music should be used. The dignity of the sanctuary and the deep significance of the service are basic guides for planning music. Whether the mood is lofty and serious or joyful and festive, all should be done with the purpose of glorifying God.
2. All music selections need to be approved by the Wedding Coordinator or Associate Pastor of Worship.
3. If anyone other than a regular UBC organist or someone already familiar with the organ is used, he/she must be approved through the Music Office **at least 30 days prior to the wedding.**
4. The instrumentalists will select the prelude music; specific song requests outside the standard wedding song repertoire/arrangements will necessitate additional fees by the musician. The prelude will begin 15-20 minutes before the announced time of the wedding or as the first guests arrive.
5. The fee for a UBC instrumentalist includes a meeting (a telephone conversation is often adequate) with the bride, a rehearsal with the vocalists, and the ceremony. If engaged to play during the rehearsal, an additional fee is added for the instrumentalist.

## *Meetings to Attend*

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### **Pre-Marriage Counseling**

Premarital counseling is required for all couples marrying at UBC. An excellent preparation-for-marriage seminar is offered at UBC on selected Sunday evenings led by the Associate Pastor for Pastoral Care. Private pre-marital counseling is also offered by the UBC pastoral staff.

Other marriage preparation may be substituted if approved by the UBC pastoral staff; if approved, we should have notification in writing from the person leading the course when it has been completed.

### **Meetings With Your Coordinator**

Following your scheduling and assignment to a coordinator, you will be contacted by your coordinator to work out your planning schedule. This will entail three planning sessions approx. 1 hour or less (either by phone or in person) to work through the plans for your wedding, complete all necessary forms, and collect all fees.

The coordinator will be present to direct your wedding rehearsal. If you are using a guest minister, please confirm this information with him. Please encourage all your wedding party to be on time. At this time, all final decisions will be made for the schedule and placements for the wedding.

The coordinator will arrive two hours before the wedding to greet and answer any questions and give directions to the wedding party. She will assure that the florist, janitors and technicians have completed their tasks and will facilitate the smooth proceedings of the wedding.

OFFICE USE ONLY	
Application Rec'd.	_____
Date/Min. Confirmed	_____
Coordinator Assigned	_____
NW/NW Class	_____
Deposit	_____
Check #	_____

Reservation # _____
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# Wedding Application

**Any changes in approved dates, times, and/or facility usage must be submitted in writing via mail, email or brought in person to the church receptionist.**

Date of wedding \_\_\_\_\_ Time \_\_\_\_\_

Date of rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Ceremony Location: Worship Center, Chapel, or Great Room

UBC minister? Yes/No UBC Minister Requested: \_\_\_\_\_

If **Guest Minister**, Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Church: \_\_\_\_\_

Bride

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_

Phone:(Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(cell) \_\_\_\_\_

Church Membership \_\_\_\_\_

Employment \_\_\_\_\_

Parents \_\_\_\_\_

Groom

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_

Phone:(Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(cell) \_\_\_\_\_

Church Membership \_\_\_\_\_

Employment \_\_\_\_\_

Parents \_\_\_\_\_

## POLICY AGREEMENT

We understand the policies concerning weddings held at University Baptist Church, Clear Lake, Texas. We agree to follow the policies stated herein and will ensure that members of the wedding party understand and follow the policies also. Our signatures signify that we understand that failure to comply with the stated policies could be considered "disregard of policy" and could mean forfeiture of our deposit. We also understand that we are liable for all damages to church property. It is also understood that failure to notify the Wedding Coordinator of any cancellation of plans at least 30 days prior to the wedding will mean forfeiture of the deposit.

*\*All fees are subject to change without notice prior to application submission.*

BRIDE'S SIGNATURE

GROOM'S SIGNATURE

DEPOSIT IS DUE WHEN THE APPLICATION IS TURNED IN. IT IS SEPARATE FROM THE OTHER FEES AND WILL BE RETURNED AFTER THE WEDDING. EXPENSES NOT COVERED PREVIOUSLY WILL BE DEDUCTED FROM THE DEPOSIT.

**After the wedding, please mail my deposit to:**

Name \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_