SPECIAL EVENTS POLICIES

General
This policy provides guidance for the control and use of all interior and exterior space of Mid-America Baptist Theological Seminary by individuals and entities both inside and outside the Seminary family. Failure to comply with this guidance may result in exclusion from the use of Mid-America facilities.

Mid-America began in 1972 in Little Rock, AR in a church. Since that time, the campus enjoyed locations in both Midtown and Germantown, TN. Our current Cordova campus was built in 2006 due to the miraculous sale of our Germantown campus and the benevolence of Bellevue Baptist Church with their gift of 35 acres of land along Appling Road. The purpose of the Seminary is to train pastors, missionaries, and church staff leaders. Thus, all the inside and outside space will be given all the respect and reverence of a place of worship.

No events will be scheduled during holidays, Seminary-wide activities, or during the week between Christmas and New Years Day. Smoking, consumption of alcoholic beverages, and the use of illegal drugs are not permitted on campus. Profanity will not be used on campus and vandalism will not be tolerated. If music is planned during an event, the music chosen must also be appropriate for use within a church or Christian environment. There will be no dancing or interpretive movements. All guests that enter the campus must not leave any valuables unattended. Mid-America Baptist Theological Seminary will not be responsible for any loss or damage of personal property.

Entities using the campus for a special event are expected to remove all their decorations, accessories, and equipment used during the event and return the room(s) to the original condition and appearance once the event has concluded. Typically, heating/air-conditioning will be turned on 6 hours prior to the event. It is an institutional expectation that entities using the MABTS facilities will pass these guidelines and requirements on to photographers, caterers, florists, and musicians and any others selected to be a part of a special event.

Special Instructions
Entities both inside and outside the Seminary family desiring to use the MABTS and Mid-America Student Housing facilities must submit a Calendar Request Form to Mrs. Karen Nelson (901-751-3032), Executive Assistant to the Executive Vice President of MABTS. Calendar Request Forms can be obtained from her office as well. Once the form is submitted, it will be considered for approval during the weekly calendar meeting. Once approved, the event will be assigned to the Mrs. Diane O’Connor (901-751-3069), Director of Special
Events. She will contact the requestor for the event and begin the necessary close coordination to ensure the event is a success.

Mr. Michael Francis, who leads the cooking staff at MABTS, is available to prepare meals for special events. If his services are desired, the Directory of special events will function as the liaison between the requestor of the event and Michael’s cooking staff. If another caterer is desired and used, the caterer is responsible for utilizing their own mixing/serving containers, dishes, serving utensils, etc., and any other equipment needed in preparing and serving food. They cannot use MABTS kitchen equipment. MABTS does not supply paper wares for caterers to use. Caterers are responsible for emplacing all garbage in garbage cans/bags and taking all garbage to the dumpster outside the kitchen at the conclusion of the special event.

Sporting teams using the gym or soccer field for either games or practice will also complete and submit a Calendar Request Form to Mrs. Karen Nelson. Each player must complete an Assumption of Risk and Release of Liability Agreement form also available from Mrs. Nelson. For those teams and sporting events inside the MABTS gym, the exercise rooms, showers, and locker rooms are closed. They are only for MABTS student use.

If special room configurations are desired for a special event, the MABTS maintenance team will accommodate the request if communicated in advance, preferably on the Calendar Request Form. Additionally, the audio/visual department can also accommodate most AV requests—please communicate the need well in advance.

**Fees**

Fees are assessed by event and by room/area per use/event and paid to the MABTS business office. **ALL EVENTS ARE TENTATIVE UNTIL THE FEES ARE PAID.** The fees below are base-line charges. Other charges apply for personnel and special equipment and/or resources required for event (see “Other Charges” below).

- **Classrooms:** $50.00 per room
- **Lecture hall:** $100.00 per room
- **Preaching chapel:** $150.00
- **Gurley chapel:** $400.00
- **Betty Howard Special Events Room:** $100.00
- **Gym:** $300.00

**Other Charges**

Technical / Sound personnel provided by Seminary:

- **Gurley chapel:** $150.00 per event
- **Preaching chapel:** $100.00 per event
- **Betty Howard Special Events Room:** $50.00

-Check is payable to the Tech personnel directly.

Director of Special Events:

- **Single night events:** $100.00
- **Rehearsal and Wedding:** $200.00

-Check is payable to the Director of Special Events directly.
Maintenance Personnel: (all events) $30.00 per hour
(Billable hours include setup and cleanup as needed.)
-Check is payable to the Maintenance personnel directly.

Rentable Serving Items:
  Tablecloths:
    Small 4 and 6 ft. @ $6.00 each
    Large round, floor length @ $8.00 each
    Rectangle/oblong, floor length @ $8.00 each
  China and Flatware:
    Sets @ $1.00 per person
  China, Flatware and Glassware:
    Sets @ $2.00 per person

Some events in the gym require the maintenance team to install floor coverings to protect the surface of the gym floor. This is a labor-intense project that requires several man-hours. Events requiring the floor coverings, even though they may not need the entire gym for their event, will be charged more as related to maintenance personnel hours.

Generally, faculty, staff, students and student families are not charged for events they sponsor on MABTS or MASH property. Labor-intense events, such as weddings, would be the exception.

WEDDING POLICY

The Chapel and facilities of Mid-America Baptist Theological Seminary (MABTS) are primarily reserved for weddings of Faculty, Staff, (or immediate family of Faculty or Staff), and Students. Upon approval of the Executive Administration Committee, those who are not Faculty, Staff, (or immediate family of Faculty or Staff), or students of the Seminary will be considered for usage of the Chapel.

To schedule a wedding at MABTS we ask that you follow these steps:

- Contact the Executive Vice President’s Office to receive a calendar request form and wedding application to complete and be submitted for approval. We will make every effort to schedule your wedding on the date that you desire; however we suggest that you have several dates in mind. As a general rule, weddings are scheduled on Saturdays with rehearsals on Friday nights. Weddings are not scheduled on Sundays or during Seminary events, or on holiday weekends. Normally, confirmation of this date cannot be made until six months prior to the wedding.

- Once your date has been approved, arrange for a conference with the Seminary Director of Special Events to receive information that will be helpful in planning your wedding. This conference should be scheduled at least six months prior to the wedding date.

Coordination and Direction
The Seminary Director of Special Events is available to assist you in the scheduling and
planning of your wedding. She will meet with you approximately two weeks before your wedding and will direct your rehearsal and wedding. Please contact the Director of Special Events at 751-3069 to schedule an appointment to review your wedding application and begin planning for your wedding at the Seminary. Please feel free to call if you have any questions or need assistance.

**Dress**

Weddings at Mid-America Baptist Theological Seminary are sacred occasions; therefore it is expected that each bride will select attire for herself and her attendants that is both tasteful and modest. Dress for the entire wedding party is subject to approval by the Seminary.

**Music**

Because Seminary weddings are worship services as well as beautiful, meaningful ceremonies, all vocal music must be sacred. All music must be approved by the Executive Vice President’s office at least six weeks before the wedding.

**Time Allotment**

Weddings at MABTS are granted four hours from the time the wedding begins. This includes all clean-up time.

**Videotaping**

A videographer of your choice may be chosen to videotape the wedding.

**Reception**

The Director of Special Events also handles plans for your reception at the Seminary. Plans for food, setup of tables, etc. for the reception should be discussed approximately six weeks before the wedding. If you wish to use an outside caterer in the Betty Howard Special Events Room, please discuss this with the Director of Special Events. There will be no dancing or interpretive movements during the reception or wedding ceremony.

**Second Weddings**

Due to the Seminary policy on divorce and remarriage, second weddings are not allowed at the Seminary.

**Seminary Policies**

1. Weddings and rehearsals will not be scheduled to conflict with any Seminary event, nor held on Sundays or holiday weekends.

2. Alcoholic beverages may not be served nor are they allowed on the Seminary campus. Any wedding party member found to be under the influence of alcohol or drugs will not be permitted to participate in the rehearsal or the wedding.

3. Smoking is not permitted anywhere on the Seminary campus, including the restrooms, dressing rooms, or outdoors.

4. Because the wedding ceremony is a sacred occasion, no flash photography may be taken during the ceremony.
5. Bubbles and rose petals may be used outside the building. Birdseed and rice are not permitted.

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

7. If the minister is expected to wear formal attire, it is the responsibility of the groom or the groom’s family to make arrangements to rent, pick up, and return the minister’s tuxedo. Otherwise, he will wear a dark suit.

8. The Seminary prohibits the scheduling of weddings in the month of December.

9. Animals will not be permitted to participate in any part of the wedding ceremony.

10. The Seminary must approve all officiating ministers.

Wedding Information

Guidelines for Music Selection and Approval

All music must be approved by the Executive Vice President’s office. Music needs to be approved six weeks prior to the wedding. If you wish to use an accompaniment tape, it must also be approved. Music not submitted for approval may be disallowed. A copy of the processional music must be submitted to the Director of Special Events two weeks in advance.

Since the wedding ceremony itself is intended to be a worship service, all vocal music must be sacred.

Securing Musicians for your Wedding

If you desire assistance securing musicians for your wedding and reception, the Seminary is available to assist you. This process must begin at least six weeks before your wedding. Fees for instrumentalist as well as vocalists vary. It is wise to inquire about the fee a musician or vocalist charges when you first discuss the possibility of his/her playing or singing at your wedding. Fees are affected by the amount of time involved in planning and rehearsing your music. Checks for paying musicians are to be given to the personnel providing the services.

If instrumentalists are not able to attend the wedding rehearsal, coordinate with the Sound Technician to do a sound check. If they are to accompany any vocal numbers, a rehearsal will take place before the wedding rehearsal at the discretion of the instrumentalists and vocalists.

The audio technician will be available for a microphone check at the rehearsal and one hour before the wedding. This must be completed prior to the lighting of the candles before the wedding begins.
Music Suggestions for Your Wedding
Because He Lives
Because of Who You Are
Beginning to Begin
A Bridal Prayer
Cherish the Treasure
Cover Me
Great is Thy Faithfulness
Holy Ground
Household of Faith
How Beautiful
I Will Be Here
In His Presence
In This Very Room
Jesus is the Sweetest Name I know
Jesus Loves Me
The King of Love My Shepherd Is
The Lord Bless You and Keep You
The Lord’s Prayer
A Wedding Prayer
We are One in the Bond of Love
Whither Thou Goest
Love Will Be Our Home
Make Us One, Father God
My Jesus, I Love Thee
My Tribute
O God, Our Help in Ages Past
O Love That Will Not Let Me Go
O Perfect Love
Oh, How He Loves You and Me
Only God Could Love You More
Parents Prayer
Perfect Union
Savior, Like as Shepherd Lead Us
Seekers of the Heart
Surely the Presence
Sweet, Sweet Spirit
There is No Greater Love
Two Candles
Two Hearts Now One
Wedding Song (There is Love)
Where There is Love
Unity Candle Song

Processional and Recessional
A Mighty Fortress
All Hail the Power
Allegro (Water Music – Handel)
Canon in D (Pachelbel)
Crown Him with Many Crowns
Holy, Holy, Holy
Jesu, Joy of Man’s Desiring (Bach)
O Worship the King
Ode to Joy (Joyful Joyful We Adore Thee)
Praise to the Lord, the Almighty
Psalm XIX (Marcello)
Rejoice the Lord is King
The Bridal Chorus (Wagner; Traditional Processional)
The Wedding March (Mendelssohn; Traditional Recessional)
Trumpet Tune (Purcell)
Trumpet Tune (Stanley)
Trumpet Tune in D (Johnson)
Trumpet Voluntary (Clark)
Wedding Processional (from The Sound of Music)

Securing Music for the Rehearsal Dinner/Reception

All music (recorded or live) must be approved by the Director of Special Events.
MUSIC SELECTION CHECKLIST

Bride & Groom’s Names: ______________________________________________________

Please fill out completely with the songs of choice:

Processional: ______________________________________________________________

Special Music: ______________________________________________________________

Special Music: ______________________________________________________________

Special Music: ______________________________________________________________

Recessional: __________________________________________________________________

Please return this form to the Director of Special Events to review your selections.

Diane O’Connor Date
Director of Special Events
INFORMATION FOR FLORISTS

The Staff at Mid-America Baptist Theological Seminary will make every effort to work with you as you decorate for a wedding in our building. We hope the following information will be helpful.

1. **Times:** Because of our heavy school schedule, you cannot be guaranteed access to the Gurley Chapel, the David West Preaching Chapel, or the Betty Howard Special Events Room more than six hours prior to the wedding. Decorations should be completed one hour before the wedding. If there are no other activities scheduled for your area that day, it is possible that you can get started earlier.

2. **Entrances:** The West entrance of the building is the entrance we ask you to use initially. This is also the best doorway for bringing in decorations. Decorations should not be brought in through the Main Foyer.

3. **Equipment:** Please see the Director of Special Events for availability of equipment. She will set out the equipment that you request. Only paradise candles may be used. You are to furnish the wax inserts. The Bride has been given a list of our equipment and should let us know what you will be using. Use of nails, screws, uncovered wire, etc. that could mar the seating, floors, walls, etc. is not permitted. We ask that you be extremely careful around all sound equipment, musical instruments, etc. No candles should be placed where they would possibly drip or fall on the pianos. All spraying of foliage MUST be done outside the building. NOTE: The use of aisle runners is not permitted.

4. **Cleanup:** We ask that you clean up after you finish decorating, including your preparation area, stage, aisle, etc. If you do not need to pick up equipment, bows, etc. after the wedding, our maintenance staff will remove greenery and candles and put our equipment away. It will not be necessary for you to return after the wedding unless you have used your own equipment. If you have used your equipment, it must be removed from the Seminary as soon as the wedding is over. We cannot store your wedding equipment.

5. **Flowers:** Please label all corsages and boutonnieres, and place them on the table in the foyer along with the bridesmaids’ and bride’s flowers. If a flower girl is to drop flower petals, they must be silk or paper. No fresh petals may be dropped.

6. **Reception decorating:** If you are providing greenery, candles, bows or other decorations for the reception area, please advise the Director of Special Events at 751-8453 so vacuuming can be postponed until after you have finished. We would prefer to place and secure any candles you provide to use in our candelabrum.

7. **Reminder:** We ask that you help keep our School lovely. Because there are many ongoing activities and students and visitors are in our building both day and night, we ask that you work quietly and dress modestly, even though you are wearing work clothes. We also ask that you not smoke anywhere in the building or around the doors if you work outside.
We appreciate the wonderful service and spirit of cooperation we have received from the florists with whom we have worked and look forward to our association with you in the future. If we can answer any questions or be of further help to you, please contact the Seminary Director of Special Events at 751-8453. Please give this form to your florist. He/she should sign and return it to us.

Bride’s Name_______________________________ Wedding Date____________________

Florist’s Signature_____________________________________ Phone_________________

Mail to:    Diane O’Connor, Director of Special Events
             Mid-America Baptist Theological Seminary
             2095 Appling Road
             Cordova, TN 38016
PHOTOGRAPHY GUIDELINES FOR WEDDINGS AT MID-AMERICA BAPTIST THEOLOGICAL SEMINARY

We are privileged to have so many different people photograph weddings here at the Seminary, and many of you are here infrequently. We felt it would be helpful for you to have a list of established guidelines; these need to be followed when you photograph weddings here.

All pictures taken at Mid-America Baptist Theological Seminary will be posed in a manner that shows reverence for the Lord. These buildings have been dedicated to the glory of God, and we believe that all that takes place here should be done with this fact in mind.

Photographs may be taken in the Gurley Chapel, the John David West Memorial Preaching Chapel, the Betty Howard Special Events Room, the Main Foyer, the Front Portico, and on the grounds.

Please return any furnishings that you move to pose pictures to their original position before the wedding begins.

During the wedding no flash photographs may be taken. In the Gurley Chapel, photographers may move forward as far as the center cross aisle. Pictures may also be taken from the balcony. In the John David West Memorial Preaching Chapel, photographers must stay in the back of the room.

Tossing of the bouquet and garter will not take place in the reception area. The couple should move to the Main Foyer for this event prior to their departure.

When taking pictures after the wedding, please keep in mind receptions at Mid-America finish three hours after the beginning of the wedding. The couple needs time to spend with their guests at the reception.

Anyone wishing to photograph a wedding at Mid-America Baptist Theological Seminary must have a signed copy of these guidelines on file in the office of the Director of Special Events two weeks before the wedding.

I have read these guidelines and agree to follow them as I photograph weddings at Mid-America Baptist Theological Seminary.

Name_______________________________________________________________________
Address__________________________________________________________________________
Phone_________________________________ Date _____________________________
Bride’s Name __________________________________________ Wedding Date _______________________

Mail to: Diane O’Connor, Director of Special Events
Mid-America Baptist Theological Seminary
2095 Appling Road
Cordova, TN 38016
VIDEOGRAPHY GUIDELINES FOR WEDDINGS AT MID-AMERICA BAPTIST THEOLOGICAL SEMINARY

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Please return any furnishings that you move to conduct the video to their original position before the wedding begins.

In the Gurley Chapel, the videographer may move forward as far as the center cross aisle. Videos may also be taken from the balcony. In the John David West Memorial Preaching Chapel, cameramen must stay in the back of the room.

Tossing of the bouquet and garter will not take place in the reception area. The couple should move to the Main Foyer for this event prior to their departure.

When videoing after the wedding, please keep in mind the fact that receptions at Mid-America finish three hours after the beginning of the wedding. The couple needs time to spend with their guests at the reception.

Anyone wishing to video a wedding at Mid-America Baptist Theological Seminary must have a signed copy of these guidelines on file in the office of the Director of Special Events two weeks before the wedding.

I have read these guidelines and agree to follow them as I video weddings at Mid-America Baptist Theological Seminary.

Name________________________________________________________
Address_________________________ Date __________________________
Phone___________________________________ Date _______________________ 
Bride’s Name _____________________________ Wedding Date _____________

Mail to: Diane O’Connor, Director of Special Events
Mid-America Baptist Theological Seminary
2095 Appling Road
Cordova, TN 38016