



Building Policy and Guide

Philosophy of Use

First United Methodist Church of Enid, Oklahoma has been richly blessed with a beautiful facility for worship and spiritual growth programs and opportunities. FUMC Enid desires to reach our community through worship, church ministry events, personal events, and building relationships with community events hosted by outside non-profits.

As stewards of FUMC Enid's church facilities, the Board of Trustees has developed the following policy to help nurture the faith of its members and provide a sanctuary and place of positive impact for the community.

Building Use Guidelines

FUMC Enid facilities may be used for all regular church ministry events. The church will pay any custodial fees for these events. Weekly events scheduled by the FUMC Enid staff will take priority as a key part of the ministry of FUMC Enid.

Use of FUMC Enid facilities may be requested by church members for personal events, such as showers, reunions, anniversaries, etc. Member-based custodial and usage fees will apply. In some circumstances, members of the church may be given a key to unlock and then secure the building for events outside of regular business hours. The Business Administrator in consultation with the Senior Pastor, will determine if church staff will be available in these situations.

Use of FUMC Enid facilities may be requested by church members for their non-church sponsored groups such as social, civic, service, educational, charitable events, etc. Member-based custodial and usage fees will apply.

FUMC Enid facilities may be used by outside groups who are nonprofit, non-political, and whose missions are compatible with those of FUMC Enid. Non-member custodial and usage fees will apply.

Members and non-members may use the Sanctuary for weddings (see separate Wedding Policy for details and fees). Members and non-members may use the Sanctuary for funerals and memorial services. (See the separate Funeral Policy for these events.)

Scheduling Procedure

All church events and activities will be scheduled through the church office and placed on the church calendar. Each group is requested to make arrangements for dates, time, special equipment, etc., with the church office as far in advance as possible to prevent conflicts and to assure facilities for their use. All such activities must be cleared on the church calendar. Outside groups desiring to utilize FUMC Enid facilities must provide the same information for scheduling of activities.

It is expected that any conflicts will be worked out agreeably and with sensitivity. Conflicts in scheduling or room arrangements are to be decided upon by the Business Manager in consultation with the Senior Pastor. Scheduling of rooms and programming arrangements are to be decided upon by the Business Administrator in consultation with the Senior Pastor.

The church shall be open:

7:00 A.M. - 4:00 P.M. Monday – Friday – Evenings as needed, including Friday.

Sunday: 7:30 A.M. to after the congregation leaves and no earlier than 12:30 P.M. All doors are to be left unlocked until the congregation leaves. No church activities will be scheduled after 4:00 P.M. on Saturday without special permission from the Senior Pastor.

When there is an evening event, the west and north doors will be opened; the outside and inside lights around those doors are to be turned on; the hall lights and heating or cooling are to be turned on in areas where a meeting is to be held. The heating or cooling will be regulated in enough advance time that the room is comfortable.

Food services are to be confined to the Fellowship Hall, Parlor, Parlor Kitchen, Youth Room, and Block Room unless otherwise approved by the Senior Pastor or the Business Administrator.

General Requirements

The requirements below apply to all FUMC Enid facility space:

- All children and youth groups must have a staff member and sponsor present at all meetings in the building, who will be responsible for their behavior and care of the church property.
- No alcohol or smoking is permitted in church buildings or on the premises.
- No furnishings or equipment can be borrowed or removed from the building or grounds.
- In the event that a key is provided for church-member related events, unlocking and locking the doors is the responsibility of the person representing the group using the Church. The keys may be picked up from, and must be returned to, the Church office.
- All persons and groups are expected to be good stewards of the church facilities. Damage to the building or facilities and broken or missing equipment will be the responsibility of the group using the facilities.
- The heating and cooling controls are preset. If the thermostats are adjusted during an event, please return the thermostat to the preset setting.
- Equipment should not be removed from the church property for any purpose other than our church functions or in consideration of reciprocal relations with other churches. Some equipment will be available for our church groups' use, and the person checking it out must sign for it, indicating to the Business Administrator the items borrowed, current date, and return date. If the equipment is not returned on the designated date, the person checking it out will be held responsible for replacement. Equipment may be available to other non-profit or charitable organizations upon approval of the Business Administrator in consultation with the Senior Pastor.
- All furnishings and equipment should be returned to their proper place before leaving the building. This includes chairs, tables, kitchen equipment, trash cans, and audio/visual aids.
- All trash should be placed in the large cans provided, and trash bags removed to the dumpster behind the building. To help conserve bags, please completely fill one trash can before using another can.
- Groups using the facility are responsible for turning off the lights.
- No nails should be driven or screws set in any wall, ceiling, partition, floor, door, window, or any other part of the building without permission from the Business Administrator.
- No posters should be placed on any wall. Please use bulletin boards and easels.

Receiving gifts

Any property or gift of a permanent nature that has been donated or acquired by the church becomes the property of the church. The Memorial Committee and Board of Trustees will be advised of and acknowledge receipt of any such gifts or property of a permanent nature. The Board of Trustees will be responsible for acceptance and approval of all gifts and removals.

All bequests are the responsibility of the Board of Trustees; all memorial gifts are the responsibility of the Memorial Committee. If there are questions of authority, the Board of Trustees has the final legal authority.

Facilities to Utilize

THE SANCTUARY- may be used for meetings of worship, funerals, weddings, choir rehearsals, and other presentations or special worship programs by church organizations and church conferences. Large groups may use the sanctuary for gatherings and presentations if approved by the Senior Pastor. The audio-visual system and stage lights are to be used under the direction of a staff member. The sanctuary organ and musical instruments are to be used by the employed church organist unless permission is otherwise granted by the Senior Pastor in consultation with the Worship Team.

The pulpit and lectern are not to be moved without permission of the Senior Pastor or Business Administrator. The carpet and pews will be protected from candle drippings. The altar will not be moved unless approved by the Senior Pastor.

WESLEY MEMORIAL CHAPEL - Policy is the same as policy for the sanctuary.

THE PARLOR - The parlor may be used for formal functions--such as receptions, teas, etc.

FELLOWSHIP HALL – may be used for large groups and is available for formal functions such as receptions, teas, etc. If linen is needed it will be the responsibility of the group using the facility to clean and return to the Fellowship Hall Kitchen. The audio-visual system and stage lights are to be used under the direction of a staff member.

KITCHENS:

Fellowship Hall Kitchen—may be used under the supervision of the Business Administrator.

Parlor Kitchen—Those responsible for formal functions held in the Parlor shall be responsible for use of the Parlor Kitchen.

Multi-purpose Rooms (Room # 319 & 321) These kitchens may be used when needed for any function held in the rooms.

THE NURSERY FACILITIES - This area will be limited to use in providing nursery facilities except that designated rooms may be used as dressing rooms when a special program is being presented in Fellowship Hall. Exceptions may be approved by Business Administrator.

YOUTH MULTI-PURPOSE ROOMS - These rooms have been planned especially for our youth. However, other groups of the church may use these rooms for fellowship and social activities with the approval of the Business Administrator in consultation with the Youth Director.

CLASSROOMS - These rooms may be used for church and non-church groups when not being used by the classes, by following scheduling policies outlined above.

Funeral and Weddings

For guidelines please see separate Wedding Policy and Guide and Funeral Policy and Guide.

Fees

FUMC Enid groups are not required to pay a building use fee unless otherwise determined by the Business Administrator. Outside groups that desire to utilize FUMC Enid facilities may pay a fee of \$100 for up to 50 people or \$200 for more than 50 people.

Every hour over 3 hours will be an additional \$75. Events scheduled outside of normal business hours may be charged an additional \$75 for custodial duties.

Any damage done to the building or its contents must be paid for by the group using the building at the time of damage. An additional cleaning deposit of \$200 may be required for outside groups that desire to utilize FUMC Enid facilities depending on the size of the event and usage of the facility. The deposit will be returned if no damages or additional cleaning is required. The return of the cleaning deposit will be determined by the Building Superintendent in consultation with the Business Administrator and Senior Pastor.

Please send fees to FUMC Enid's Business Administrator.

Questions should be referred to the Business Administrator who may consult with the Senior Pastor and/or the Board of Trustees.



Building Reservation Request and Agreement

Name of person and organization requesting use of facilities:

Circle whether you are a:

Church Member

Church Sponsored Ministry

Non-member

Non-Member Group/Organization

Address: _____

Phone Number: _____

Email Address: _____

If the requested use is by an organization not previously affiliated with the church, please briefly state the organization's purpose and mission:

Please describe which FUMC Enid facility you are requesting use of and the purpose for which you intend to use this facility:

What date and time are you requesting to use the facility:

- I understand that upon approval of my FUMC Enid facility request, I will need to provide a fee deposit of \$_____
- I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
- I have read and agree with the Building Use Policy and Guide and will notify all who participate in the event I am scheduling at FUMC Enid to follow the General Requirements of this policy.

Signature _____

Printed Name _____

Date _____