

Broken Arrow Church of Christ  
505 E Kenosha  
Broken Arrow, Oklahoma 74012  
(918) 258-9602 or FAX (918) 258-9604

## Guidelines and Building Use Policies

### **Priorities:**

Broken Arrow church related activities have priority over any other organization. Non-church activities will not be allowed during scheduled church events.

### **Building Use Statement:**

The property of the Broken Arrow Church of Christ is to be used in worship and praise of God and to make known the Good News of the Kingdom. Spiritual services (defined as worship, Bible study, devotionals, weddings and funerals) must be conducted in the spirit of Christ and must be based on the teachings of God's Word. Other events (such as meetings, recreation and social gatherings) must be conducted in a wholesome atmosphere and must not include even a hint of evil or misbehaving conduct. The facilities are to be used as an aid to our being interactive with users. Interaction will demonstrate our effort to spread the "Good News" of the Kingdom. Church related activities will not require a use fee. Non-church related events will require a use fee unless a waiver is granted.

### **Reservations and Use of Main Building:**

1. The auditorium is reserved for spiritual services. It is dedicated as our "place" of worship when we meet together for the sole purpose of worship as we do on the first day of the week. The auditorium may be used for other activities such as Bible study, Bible-based seminars, gospel meetings, weddings, funerals, congregational singing or other such church related activities.
  - The intent of creating a "place" of reverence is not to make the "place" holy but to aid us in our worship to be holy as He is holy (Leviticus 11:45). We must always remind ourselves that we are the temple of God (I Corinthians 3:17). The temple is not a "place," but Christians are aided in their worship by the positive atmosphere created by an appropriate place.
2. Other rooms in the main building may be used for a variety of activities including Bible study, fellowship, showers, weddings, small group meetings, Kids Kare and their activities and social activities.
3. Activities involving physical exertion which have a high possibility of injury or damage may not be held in any portion of the main building.
4. All activities at the church building must be scheduled with designated office personnel. The office will keep a calendar of reservations and availability of specific rooms for each day of the week. This will help in selecting an area that is available and will accommodate space needs.
5. Reservations for non-church activities must be made at least 4 weeks in advance. Non-church activities must be over by 5:00 p.m. on Saturday evenings.

6. Room reservations for non-church activities will be considered tentative until a completed Facility Use Form, along with payment, (if required) is received in the church office.

#### **Reservations and Use of Outreach Center:**

1. The Outreach Center (OC) is to be used to help the church spread the Good News of the Kingdom (Matthew 4:23, Colossians 1:13). This may involve a variety of activities including: Bible study, fellowship, day care, Christian schools, seminars, group meetings, community service projects, recreation, interaction with Broken Arrow schools, and storage and work areas for various projects.
2. The OC may be used for activities which are in part or in whole for entertainment. Such activities may include but are not limited to: talent nights, plays, films, games or Big Night Out. Rules for dress, conduct and the use of equipment brought into the building are found on pages 2 and 3 of this document.
3. All church related activities must be scheduled through the church office and will require the approval as submitted on the appropriate use form.
4. Reoccurring church events will not require the completion of a use form **provided the activity is approved and scheduled by the church office**. However, the church office will determine the need for completion of a use form for every activity.
5. All non-church related activities will be scheduled and processed through the church office. Information regarding the availability of the facilities can be obtained by contacting the designated church office personnel.
6. Approval for use may or may not be granted by the initial contact. Most events will require completion of an application for use form. The elders have established guidelines for office personnel to use in making decisions. However, office personnel may refer the approval request to the elders for their decision.
7. The use of the building for more than five consecutive days will require an approved contract describing the activity and fees to be charged.
8. Approval for use will be granted or denied through the church office.
9. Any denial of use or fee waiver may be appealed by requesting a review of the decision.

#### **Various Rules -- Main Building & Outreach Center:**

1. Non-church events will not be scheduled the 3 days before or 3 days following Vacation Bible School.
2. Alcoholic beverages are not allowed anywhere in or on the church premises.
3. Tobacco use (including smokeless tobacco) is prohibited in or on the church premises.
4. No gambling.
5. Roller skates, roller blades, skateboards and bicycles are not allowed in the building.

6. No dancing or mixed aerobics are allowed in the building.
7. Instrumental music (live or recorded) is not allowed during any worship service, Bible study, wedding or funeral held in any part of our facility. (See "Use of Main Building on page 1.)
8. The use of instrumental music (live or recorded) will be permitted for events such as a reception, recreation, social meeting, work project, talent show, or as a part of school curriculum. Instruments shall not be stored in any of the buildings. Instruments brought on site must be removed within a reasonable time.
9. Religious use of the facility is restricted to the Church of Christ.
10. No fund raising activities shall occur unless approved by guidelines or the elders.
11. No political campaigns or activities will be permitted in our facility.
12. The Broken Arrow congregation does not offer any baby-sitting services during a wedding, and no rooms are allowed for use in providing a baby-sitting service.
13. No tacks, pins, nails, or glue may be used to fasten decoration to the furniture in the auditorium.
14. Activities which have a high probability of causing injury or damage to the outreach center are prohibited.
15. Modest and appropriate dress is required for all activities including recreation--shoes and shirts are required.
16. Firearms or weapons of any type are not allowed in the facility. Members of law enforcement are exempt from this rule.
17. Firearms or weapons (real or mock) may not be used during any program, presentation or ceremony.
18. Facility use is limited to the areas that have been reserved for your event.
19. No video games or movies that are violent or sexually suggestive may be played or viewed. Games or movies may be used if previously previewed and proven appropriate.
20. Food and beverage use is limited to the Fellowship Hall, Youth Room and/or Outreach Center.
21. Neither the church nor any individual representing the church accepts any liability for lost, stolen or damaged items while in our facility.
22. The flame illumination policy is that no excessive use of candles or the use of torches will be permitted.
23. Most of the church related activities in the facility will be approved and must have interaction by a member of the church.
24. Activities not sponsored by a church member will have a designated person responsible for all phases of the activity.

### **Wedding and Shower Building Use:**

1. A Wedding & Shower Building Use Form must be completed for all weddings, funerals and showers. Due to the stressful time of funerals, the requirement of a use form will be waived if the church staff is handling the arrangement for the family.
2. The Fee Schedule (page 9) will apply to funerals, showers, weddings, and receptions. Those requested by church members will be considered church related.

### **Supervision and Cleanup:**

1. At least one person will be designated to be in charge of each activity and will be familiar with the building guidelines and cleanup procedures and equipment.
2. A member of the Broken Arrow congregation should be involved with each group and ensure the cleanup.
3. Children should always be supervised and not allowed to run in the building or to be in parts of the building not reserved.
4. The Audio Visual Room, Office area and Media Center is not available for use.
5. The member of the church who reserves the building is also responsible for having the building opened and closed and proper lighting turned out.

Recurring: Yes No

Begin: \_\_\_\_\_ End: \_\_\_\_\_

Broken Arrow Church of Christ  
505 E Kenosha Street  
Broken Arrow, Oklahoma 74012  
(918) 258-9602 or FAX - (918) 258-9604

General Building Use Form

Today's date: \_\_\_\_\_

Name of event: \_\_\_\_\_

Person in charge: \_\_\_\_\_ Phone #: (home/cell) \_\_\_\_\_

Email: \_\_\_\_\_ Number attending: \_\_\_\_\_

Event date: \_\_\_\_\_ Event time: \_\_\_\_\_ to \_\_\_\_\_  
(day): S M T W T F S

Set up date: \_\_\_\_\_ Set up time: \_\_\_\_\_ to \_\_\_\_\_  
(day): S M T W T F S (include clean up time after event)

**Recurring events will be scheduled through the end of the calendar year. If your event will continue into the next year, a new form will be required before the end of the calendar year.**

Circle area(s) you wish to reserve:	<u>Main Building</u>	<u>Outreach Center</u>
	Fellowship Hall/ Kitchen	Building (entire)
	Parlor/ Kitchen	Floor (main)
	Auditorium	Kitchen
	Room 101N (kitchen)	Floor & Kitchen
	Room 103N	Youth Room (kitchen)
	Classroom(s) # _____	Classroom(s) # _____

Note: You will be responsible for set up, clean up and take down of any tables and chairs for your event. Round tables are 60" in diameter and seat 8-9 and rectangular tables are 12' and seat 22-24 people.

**I, the undersigned, do affirm that I have read the regulations pertaining to the use of the facilities, do hereby agree to comply with the rules and regulations governing such use, and jointly agree to be responsible for any damages that may occur to the building or the equipment during such use. I also affirm that the Church of Christ will not be held responsible or liable for accidents while on church property.**

Applicant's Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Office Use Only**

Multi-purpose floor cleaning fee: \_\_\_\_\_

Date form received: \_\_\_\_\_

Room use fee: \_\_\_\_\_

Date form approved: \_\_\_\_\_

Deposit: \_\_\_\_\_

Entered in EH2004: \_\_\_\_\_

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

Entered by: \_\_\_\_\_

Date deposit returned: \_\_\_\_\_ Why not returned: \_\_\_\_\_

Broken Arrow Church of Christ  
505 E. Kenosha  
Broken Arrow, Oklahoma 74012  
(918) 258-9602  
FAX - (918) 258-9604

## Guidelines for Using the Building for Weddings and Showers

The following guidelines are intended to outline the conditions for which the building can be used for public weddings and showers. The intention of these guidelines is to make the use of the building for weddings and showers follow the same guidelines that the Bible establishes for marriages and morality that should be reflected for showers. The building should be, and is, at the disposal of scriptural marriages and showers that reflect honor to Christ's name for members and family members of this congregation. Permission to use the bulletin or announcement sheet for publicizing showers or weddings will be based upon the same guidelines as the use of the building. No announcements of weddings or showers will be made from the pulpit. Only vocal music will be permitted during the service.

If the following wedding or shower conditions are true, then you have elder approval to use the building. You only need to sign this Guideline Form, complete an Application for Use of the Church Building form, and schedule the time--so that it does not conflict with other activities already scheduled. If any one of the following conditions is not true, then you need to present the request to the elders with a reason for an exception situation, and obtain elder approval before proceeding with an Application for Use of the Church Building form.

### **Weddings**

- Both parties must be scripturally fit for marriage, e.g. no unrepented sexual sin or unscriptural divorce (I Corinthians 7:2-39; Romans 7:1-3)
- They must be one male and one female. **(I Corinthians 7:2; Romans 1:26-27)**
- The two parties must be committed to devote themselves to one another until death. **(Romans 7:1-3; Matthew 19:6-9)**
- Request for use of the building must be by a member of the Broken Arrow congregation

### **Showers**

- The parties honored by the shower or the parties sponsoring the shower can not have unrepented sexual sin, known public sin(s) that would bring reproach or disgrace on the church such as fornication, unfaithfulness, substance abuse, immorality, out of wedlock pregnancy, or disgraceful reputation of any kind. **(I Corinthians 5:1-2; II Corinthians 12:21; Galatians 5:19-21)**
- Request for use of the building must be by a member of the Broken Arrow congregation

***The elders must approve any wedding or shower that violates, or possibly could be interpreted to violate these Guidelines. Approval by the elders must be obtained on this Guideline form before submitting the Application for Use of the Building form, and requesting a date on the church calendar in the office.***

*I, the undersigned, understand these Guidelines and all of the conditions above are true in my case. I realize that if situations arise that would cause any of the above conditions to not be true, that I would withdraw my request for use of the building, reroute my request through the elders, and present an exception case for building use approval.*

Applicant's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Approved \_\_\_\_\_ Date Signed \_\_\_\_\_



Broken Arrow Church of Christ  
505 E. Kenosha  
Broken Arrow, Oklahoma 74012  
(918) 258-9602  
FAX - (918) 258-9604

Release, Waiver and Indemnification  
For the Use of Real and/or Personal Property

I, THE UNDERSIGNED, ACKNOWLEDGE AND UNDERSTAND, that I have entered into an agreement with Broken Arrow Church of Christ for the use of real and/or personal property owned by the Church located and described at 505 E. Kenosha Street, Broken Arrow, Oklahoma, and described as Broken Arrow Church of Christ on the date(s) of \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ for the expressed use of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I HEREBY AGREE to release, waive, acquit, and forever discharge Broken Arrow Church of Christ, its agents, servants, and employees, and all persons, natural or corporate, in privity with them or any of them, from any and all liability of any kind whatsoever that might arise hereafter, directly or indirectly attributable to the above described use of the aforesaid real and/or personal property regardless as to whether such arises prior to, during, or after my above described use of the said real property.

I AGREE to maintain my organization's own liability insurance, prior to using the property of Broken Arrow Church of Christ. Such insurance shall not be changed by my organization during the term of this Agreement.

FURTHERMORE, I HEREBY AGREE to hold harmless, defend and indemnify Broken Arrow Church of Christ in full in the event that I or any other party suffers physical, mental, or monetary injury arising from the above described use of the above stated real and/or personal property owned, operated, or maintained by Broken Arrow Church of Christ regardless as to whether such injury occurs prior to, during, or after my prescribed use of the said real and/or personal property.

I AFFIRM that I have read this agreement and fully understand it and that I have signed it on my own free will and accord, without reliance on representation of any kind or character not expressed or set forth herein.

\_\_\_\_\_  
Name of organization or individual

\_\_\_\_\_  
By/Signature

\_\_\_\_\_  
Date

Broken Arrow Church of Christ  
505 E. Kenosha  
Broken Arrow, Oklahoma 74012  
(918) 258-9602  
FAX - (918) 258-9604

Fee Schedule

A fee to offset expenses will be charged when the activity is not sponsored by a church member. A fee will also be charged if damage or cleaning expenses occur for an activity sponsored by a church member.

Fees are as follows:

Damage	Actual cost to repair damage
Cleaning	\$50 / hour or portion of an hour
Cleaning of Multi-Purpose floor	\$50 / ALL events
Non church related events	\$20 / hour for all hours of occupancy not to exceed \$100 / day
Deposits	\$50

I hereby agree to cover damage cost, cleaning cost and/or operating cost if a charge is applicable.

\_\_\_\_\_  
Applicant Signature

Broken Arrow Church of Christ  
505 E. Kenosha  
Broken Arrow, Oklahoma 74012  
(918) 258-9602  
FAX - (918) 258-9604

### Food Handling & Kitchen Use

Following each activity, please go through the following check list, checking off each thing you have done, sign and date, and turn in to the church office. (You can slide the form under the door if the office is locked.)

**I. The person or groups responsible for an event will be responsible for leaving the area clean.**

- Tables will be washed, dried, and put away. Chairs returned to the place you found them, e.g. stacked against the wall or set up for a class.
- Dishes and utensils, cooking and serving items to be washed, dried and put away in cabinets or drawers where you found them.
- Cabinet tops, sinks and disposals to be left clean.
- No leftover will be left on cabinets or in refrigerator or freezer. Either pour it out or take it home.
- Dishtowels and dish cloths that are used to be taken home, cleaned, and returned promptly.
- Trash to be carried outside to one of the dumpsters at the north or south end of building.
- Floors are to be cleaned and mopped, if necessary.

**II. Unopened** leftover items, such as chips, cookies, or staples may be stored in freezer or cabinet area designated for your group, **only if properly labeled and dated.**

**III. Nothing is to be taken from the kitchen for events outside the building, e.g. paper products, utensils, etc.**

Signature of responsible party: \_\_\_\_\_ Group: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Event: \_\_\_\_\_

*(The elders of the Broken Arrow Church of Christ thank you for following these guidelines)*