

Broken Arrow Church of Christ  
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Broken Arrow, Oklahoma 74012  
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## 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 (1 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.