



First Christian Church (Disciples of Christ)

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FCCMWC.org

Our Mission

The mission of the First Christian Church
Of Midwest City shall be to glorify God
Through the love of Jesus Christ by
Living faithfully as His disciples-
Seeking, teaching, and sharing God's word.

FACILITY REQUEST

Application/Guidelines:

APPLICATION PROCEDURE

1. All FCC Programs and Committees:

Submit completed Facility Request Application to church office.

2. All other Non-FCC Program Groups:

First Christian Church is pleased you are considering the use of our facilities. All application procedures, criteria for use, and guidelines have been developed to help in scheduling all events, and to ensure the preservation of the facility for use by future generations.

If request falls within criteria and guidelines, it is forwarded to the JCAC Committee. The group contact will be notified with decision within a two week time frame.

The Facility Request Application is for use by all groups, both FCC Programs and all other groups who fall outside of church-related programs.

3. Priority for Building Usage

- A. FCC leadership gives priority for use of facility and equipment to all church-related programming needs before all other member-related, non-profit, community, or private requests.
- B. Community groups with FCC member participant(s).
- C. Groups/Events which focus on community outreach ministries/charities groups of this nature must:
 - 1. Be consistent with First Christian Church Mission Statement
 - 2. Be safe for everyone involved and not pose an unreasonable threat to the facility
 - 3. Be of a non-profit nature (typically offering free service to public)
 - 4. Be non-partisan in nature
 - 5. Not conflict with regularly scheduled church programming/events

4. FEES

FCC charges fair, market-based fees for facility use. The following fee Structure applies to all groups requesting facility use:

- A. FCC ministries and programs are not charged fees. Occasionally additional custodial fees are assessed for large one-time events, which fall outside the norm of the custodial contract. In this event, the group or related committee's budget pays the additional fee.
- B. Groups/events with FCC member participation or committee sponsorship are eligible for a reduction or waiver in rental, custodial, deposit, etc., fees. Applications for use which fall into this category must have member and committee chair signatures on the application prior to submission. FCC Member, group contact or FCC sponsoring committee will agree to pay predetermined deposit, rental and service fees if assessed.
- C. Groups/Events with community outreach ministries/charities (not related to church programming) will pay an hourly rate for rental, custodial, sound, etc.

5. ACCESS

The following criteria is used to determine facility access.

(Note: FCC does not retain an after-hours staff to unlock or lock facility.)

- A. FCC Committee endorsed/sponsored groups must have at least **one** FCC member present at all meetings/events for the purpose of opening and closing building. FCC member and/or sponsoring committee is fully responsible for all costs (if more than deposit) for damages, misuse of utilities or property theft during event or due to facility being left unlocked. Access keys will only be released to FCC member or JCAC committee member. All keys must be returned to church office immediately following event (or final date of event).

- B. Building access for all Community Event/Group requests must be determined 48 hours prior to event. If event is scheduled after normal working hours (9:00-4:00 M-F) an agreement of access must be clearly understood between FCC staff and group contact to determine how group will access and exit building at least 48 hours prior to event. Group is fully responsible for all costs (if more than deposit) for damages, misuse of utilities or property theft during event or due to facility being left unlocked.

6. FCC Building Usage Guidelines

ALL MEMBERS, COMMITTEES AND GROUPS MUST ADHERE TO THE FOLLOWING GUIDELINES

- a. **Everyone** is asked to treat the First Christian Church facility with dignity and respect.
- b. **Priority:** Regularly scheduled FCC programs have first priority use of facilities, grounds and equipment, etc.
- c. **Supervision of children: Parents or group guardians must supervise children and youth at all times.** Children/youth must remain in scheduled areas only. Roaming of children/youth in undesignated areas is cause to terminate use/rental of facility for the group responsible.
- d. **Restrictions:** Facilities and grounds are to remain tobacco-alcohol-gum-drug free.

- e. **Facility Access:** The person(s) in charge of the event must arrange with church staff (during working hours 9:00-4:00), at least 48 hours prior to day of event building access.
- f. **JCAC Use:** Events will be scheduled as space and/or time allows. Athletic teams must agree to half court if other member-related teams request gym use at the same time. Every effort is made by church staff to accommodate full court requests. Teams must also vacate upon request due to church program needs. If teams lost gym time for this reason, make-up times may be arranged to no additional cost.
- g. **Special Services:** Requests that require additional services (lighting, sound, custodial set-up and clean up) must be approved/arranged at least two weeks in advance of event. Fees/deposits are required from FCC members/non-members for all outside of the church programming activities and are the responsibility of the person(s) in charge of the event. (See fee schedule)
- h. **Furniture/Equipment:** Do not move furniture/equipment without pre-approval
The use of special decorations or signage must conform to church policy. Use of wax candles is limited to certain areas and subject to approval by staff. Pyrotechnics, fog machines or chemicals are not permitted for use inside or outside of building.
- i. **Food/Receptions:** RED punch is NOT allowed in the building. Use of FCC kitchenware (dishes, flatware, table clothes, dish clothes) are to be rented through CWF. Groups must wash and return all kitchenware to its appropriate place no later than the day following its usage. Food items MUST NOT be left in the kitchen or refrigerators when event is over.
- j. **Signs/Posters:** Signs must not be taped or tacked to walls where removal will damage the surface. Signs on glass surfaces should not be hung with tape, but by adhesive methods (ticky tacky, putty, etc.)
- k. **Insurance:** Groups/Events with no FCC member present, must provide proof of liability insurance.

READ ALL GUIDELINES CAREFULLY.