

## Facilities Use Agreement for Non-Wedding Affiliated Events

### I. Redeemer Covenant Church Facilities Vision Statement

Redeemer Covenant Church has been blessed by our Lord with a wonderful facility. It is the intention of this church to use this facility to glorify God in the following ways:

- A. To provide a place for worship where we can express our love to God.
- B. To provide a place for fellowship for the community of believers to grow closer to one another.
- C. To provide a place for discipleship to help believers become more like Christ.
- D. To provide a place for ministry to meet the needs of God's people.
- E. To provide a place for evangelism to reach others in our community who have not heard the good news of God's Word nor experienced the love of Christ.

### II. Facilities Use

The use of facilities, grounds, and equipment shall be confined to Christian organizations, educational and service agencies, and other character building groups whose work and purpose is in harmony with the purpose and vision of Redeemer Covenant Church. It is our desire that the property and facility that God has entrusted to us be used to serve the cause of Jesus Christ, His people, our neighbors, and our community. We want this property to experience maximum use for the greatest service according to our vision statement.

- A. DEFINITION: A non-Redeemer Covenant Church activity is one that is not an official function of a Redeemer Covenant Church ministry or department.
- B. PRIORITY OF USE:
  - a. First priority use of the facilities will be for Redeemer sponsored activities benefiting the members of the church or outreach programs planned by the church.
  - b. Second priority use of the facility will be for activities planned by Redeemer members but which do not benefit the entire congregation.
  - c. Third priority use of the facilities will be for activities of other churches and Christian organizations.
  - d. Fourth priority use of the facilities will be for activities planned by groups with no specific Christian affiliation but which do not conflict with the vision statement of Redeemer Covenant Church.
- C. FORM REQUIREMENT: A *Facilities Use Request Form* must be completed by the Requesting Party and reviewed by the Office Services Administrator (OSA). Upon approval, notification will be made to the applicant by e-mail or phone when e-mail is unavailable.
- D. SCHEDULING: All *Directives of Use* policies (**Section III**) apply. They must be read and agreed to by the Requesting Party. All events or activities will be placed on the Church Calendar by the Office Services Administrator. Any non-church event scheduled more than three months in advance is subject to change in accordance with the Priority of Use noted above. All events, church or not, must be flexible to the unexpected needs required for funeral/memorial services. Weddings, wedding rehearsal dinners and receptions may be scheduled up to a year in advance through the office of the Executive Asst. to the Sr. Pastor (EASP). A separate Agreement for weddings is available. (**For Contact Information see Section IV**)

### III. Directives of Use

#### A. GENERAL GUIDELINES FOR USE:

- a. Facility users will leave the facility in as good or better condition than they found it.
- b. There will be no smoking inside church facilities or use of alcoholic beverages anywhere on church property – including restrooms.
- c. There will be no firearms allowed on church property.
- d. There will be no political events held on church property.
- e. There shall be no loaning or renting of facilities or equipment for commercial purposes or personal gain.
- f. There shall be no music recitals or regular business or social club meetings that do not meet the criteria in Sections I & II above.
- g. No alcoholic beverages are allowed in the building.
- h. No smoking is allowed in the building (including restrooms).
- i. No throwing or spreading of confetti, birdseed, rice or any other substance that might cling to carpeting and upholstery.
- j. No chocolate fountains allowed.
- k. When youth or children will be using the facility, the group must agree to recommended supervision and policies.
- l. The church will not provide childcare for non-Redeemer activities. A separate policy for childcare procedures for Redeemer activities is available.
- m. Sleepovers and lock-ins are strongly discouraged – and only Redeemer Covenant Church organizations and ministries may be considered for such use

#### B. EQUIPMENT USAGE:

- a. Adult church members only may check out church equipment after completing a checkout sheet. Equipment checkout is for church sponsored activities only.
- b. Sound and audio equipment is not available for checkout.
- c. Round Tables are not available for checkout.
- d. White folding chairs are not available for checkout. The only chairs available for checkout are the gray with red cushion folding chairs.
- e. The OSA will be responsible for overseeing equipment checkout.

#### C. REDEEMER HALL / LARSON HALL:

- a. It will be the responsibility of each group to set up before, and clear the hall immediately following, an event. Tables and chairs shall be racked or placed for the next event, according to direction from the church office.
- b. The use of decorations, attachments of materials or structures to walls, ceiling or floors, shall be done only with the advice and consent of the church office.
- c. The sound equipment is under the supervision of the OSA. A trained Redeemer Covenant Church sound technician must be used to operate this equipment. Request must be made at time of reservations or at least two weeks prior to the event to reserve the sound equipment and obtain a technician. A fee will be charged for the technician's services which will be paid directly to the Technician by the Requesting Party no later than upon arrival at the event.

**D. KITCHEN:**

- a. All equipment, utensils, china, etc. belonging to Redeemer Covenant Church is available for use. All of these items must be left clean and in place.
- b. All trash must be taken to the dumpster located in the back parking lot. New liners should be placed in the trashcans. (Liners can be found in the kitchen broom closet.)
- c. The floor must be swept. Mopping should be done if food spills have occurred. Brooms & mops can be found in the custodial closet in the south hall.
- d. If the dishwasher is used, arrangements should be made for someone to return and empty it, and return contents to their proper place.
- e. Aromatic foods, such as chopped onion, peppers, etc., should not be placed in the refrigerator. All leftovers should be properly wrapped and/or sealed.
- f. If leftovers are large enough to donate to the homeless, please note and the staff will call as soon as possible to have them picked up.
- g. The stovetop should be left clean and uncluttered. If spills occur in the oven, please note so that the staff can set the automatic clean while the building is occupied.
- h. All coffeepots should be emptied and cleaned. All coffeemakers must be turned off.

**E. SANCTUARY:**

- a. Chairs should not be moved unless prior approval from the Minister of Worship is obtained. The Sanctuary should be left neat with all red "friendship pads" at the end of each row, all Bibles and hymnals turned correctly, and all trash removed.
- b. Any moving of furniture must be approved by the Minister of Worship and shall be reset to its original position.
- c. The use of decorations shall be done only with the advice and consent of the DOW, the EASP and the OSA.
- d. No attachments of materials or structures to walls, ceiling or floors, is allowed.
- e. The same rules apply for sound equipment as for Redeemer Hall except as applies to wedding affiliated events which will fall under the purview of the EASP.

**F. OTHER ROOMS:**

- a. It will be the responsibility of any group to set up and clear any room they occupy.
- b. Tables and chairs must be racked or placed for the next event, according to direction from the church office.
- c. The use of decorations shall be done only with the advice and consent of the OSA.
- d. No attachments of materials or structures to walls, ceiling or floors, is allowed.

**IV. Contact Information****A. CALENDAR OF EVENTS REQUEST PROCEDURE:**

- a. E-mail the Office Services Administrator at [redeemer@rcctulsa.org](mailto:redeemer@rcctulsa.org)
- b. or if e-mail not available, call Sandra at 299-1989 ext. 110

**B. WEDDING EVENT REQUEST PROCEDURE:**

- a. E-mail the Executive Asst. to the Senior Pastor at [weddings@rcctulsa.org](mailto:weddings@rcctulsa.org)
- b. or if e-mail not available, call Jayme at 299-1989 ext. 122

**C. EQUIPMENT RESERVATIONS:**

- a. E-mail the Office Services Administrator at [redeemer@rcctulsa.org](mailto:redeemer@rcctulsa.org)
- b. or if e-mail not available, call Sandra at 299-1989 ext. 110

**D. ROOM SET-UP REQUESTS:**

- a. E-mail the Office Services Administrator at [redeemer@rcctulsa.org](mailto:redeemer@rcctulsa.org)
- b. or if e-mail not available, call Sandra at 299-1989 ext. 110  
(this will normally be discussed at time of calendaring request)

**E. BUILDING ACCESS:**

- a. E-mail the Office Services Administrator at [redeemer@rcctulsa.org](mailto:redeemer@rcctulsa.org)
- b. or if e-mail not available, call Sandra at 299-1989 ext. 110  
(this will normally be discussed at time of calendaring request)