



CHURCH OF CHRIST OF BROKEN ARROW, OK

505 E Kenosha
Broken Arrow, Oklahoma 74012
Phone (918) 258-9602 FAX (918) 258-9604

Building Use Guidelines and Policies

Our Mission:

We will share the message of Jesus through the witness of our words, our examples, and our acts of compassionate service in our community and around the world (Matthew 28:19-20).

Building Use Statement:

The property of the church of Christ of Broken Arrow, OK (“COCBA”) is to be used primarily in worship and praise of God, spreading the gospel and conducting church-related. Spiritual services (defined as worship, Bible study and devotionals) conducted within our facilities must be based upon the teachings of God’s Word, the Bible.

Under certain circumstances, COCBA allows members to use its facilities for activities outside of church-related events. These activities (such as meetings, schooling, social gatherings and recreation) must be conducted in a wholesome atmosphere and must not include any inappropriate conduct or actions that not bring glory to our Father. Additionally, the building may be used for Funerals, Weddings and Showers in accordance with the specific guidelines contained herein.

COCBA does not profit monetarily by allowing others to use its facilities. In the same way the mission of COCBA is to spread the gospel, subsidizing events of this nature are not core to the mission of COCBA. That being the case, the use fees included herein (Form F) are established to offset the COCBA’s actual costs resulting from these events. Please note: COCBA related activities will not require a use fee. Non-COCBA related events will require a use fee unless a waiver is granted.

Building Use Priorities:

Building usage shall be allocated and provided in the following order:

1. COCBA worship services and devotionals
2. COCBA affiliated Groups such as: Golden Agers, Youth Groups, Life Groups, HeartSisters, etc.
3. Groups/entities that are organized by COCBA members and are authorized to use the facilities such as: Kids Kare, New Heights, etc.
4. Unaffiliated Groups Sponsored by COCBA Leadership such as: Trail Life, Heritage Girls, Homeschoolers, etc.
5. Members of COCBA
6. Members from an area church of Christ with the written approval of the Deacons over Facilities, Safety and the Elders over the Servant Stewardship ministries.



COCBA related activities (described in item numbers 1 and 2 above) have priority over any other organization; and, non-church activities will not be allowed during scheduled church events.

Responsibilities of Organizers:

Each event will have a designated “Organizer”. The Organizer will be responsible for:

1. Ensuring the event is conducted in accordance with the rules and conditions detailed herein.
2. Returning the facilities to their original condition.
3. Ensuring that every guest that is engaged in a strenuous activity sign a waiver of liability form (Form B).

Building Use Reservations:

All activities at the COCBA 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. Information regarding the availability of the facilities can be obtained by contacting the designated COCBA office personnel. The on-line COCBA calendar is for informational use and is an appropriate resource in making reservations; however, the final determination of building availability is made by the office personnel tasked with keeping the official calendar.

- All events will require completion of an application form (Form A). The elders have established guidelines for Ministry staff to use in making decisions; however, staff may refer the approval request to the elders for their decision.
- Reservations for non-church activities must be made in advance. Non-church activities must be concluded and cleaned up by 8:00 p.m. on Saturday evenings and by 11:00 p.m. Friday evenings. All exceptions are to be cleared by COCBA church staff.
- Recurring church events will not require the completion of a use form **provided the activity is approved and scheduled by the COCBA office staff**; however, the COCBA office will determine the need for completion of a use form for every activity.
- 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 COCBA office.
- The use of the building for more than five consecutive days will require an approved contract describing the activity and fees to be charged. Approval for use will be granted or denied through the COCBA office and the written approval from the Deacons over the Facilities and Safety and the Elders designated over the Servant Stewardship ministries.
- Any denial of use or fee waiver may be appealed by requesting a review of the decision.

Building Usage Rules:

COCBA strives to ensure that all events conducted on the property are consistent with the values of our congregation. The use of the COCBA facilities for religious activities will be strictly limited to the church of Christ of Broken Arrow or events overseen by the COCBA elders. COCBA reserves the right to terminate any event. Rules for use of the building include, but are not limited to, the following:



1. Non-church events will not be scheduled the 3 days before or after Vacation Bible School.
2. Alcoholic beverages or illegal drugs (including medical cannabis, or medical marijuana) are not allowed anywhere in or on the COCBA premises.
3. Tobacco use of any kind (including smokeless tobacco and electronic smoking/vaping) is prohibited in or on the COCBA 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. The use of Instrumental music (live or recorded) is not allowed during any worship service or devotional service in any part of our facility.
 - Recorded instrumental music may be used during weddings and funerals, if it does not accompany the singing of psalms, hymns and spiritual songs. All recorded selections must be approved by the ministry staff to ensure that acceptable taste and decorum are maintained.
 - During a military funeral, trumpets or bugles may be used to play Taps.
 - Approved video teaching and training materials and other video clips containing moments of background instrumental music may be used in Bible classes.
 - 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.
8. Fund raising activities, other than those listed below, shall require approval of the elders:
 - Mission Trips
 - Children of members involved in school fund raisers
 - Kids Kare
 - New Heights
 - Trail Life
 - Heritage Girls
9. No political campaigns or activities will be permitted in our facility.
10. The Broken Arrow congregation does not offer any baby-sitting services during a wedding.



11. No tacks, pins, nails, or glue may be used on the furniture in the auditorium.
12. Activities which have a high probability of causing injury or damage to the outreach center are prohibited. Any questions regarding appropriate activities should be directed to the COCBA staff.
13. Modest and appropriate dress is required for all activities including recreation; shirts are required in mixed group activities.
14. Firearms or weapons of any type are not allowed in the facility. Members of law enforcement and members of the COCBA safety team are exempt from this rule.
15. Facility use is limited to the areas that have been reserved for your event.
16. 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 by Ministry staff or Eldership.
17. Neither COCBA nor any individual representing the church accepts any liability for lost, stolen or damaged items while in our facility.
18. Fire Safety and Protection is important. Any use of open flames in which dangerous situations occur is prohibited. This includes but is not limited to the inappropriate or excessive use of candles or the use of torches.
19. Children shall be supervised at all times and not allowed to run in the building or be in parts of the building not reserved.
20. Activities involving physical exertion which have a high possibility of injury or damage may not be held in any portion of the main building.
21. The Audio-Visual Room, Office area and Media Center are not available for use.
22. Members of the congregation will be expected to leave the building as they found it to avoid a repair/cleaning fee. If repairs or additional cleaning are required, the member will be responsible for the cleaning fee as listed in the fee schedule (Form F).
23. If the Kitchen in any of the Buildings is used, a completed Form E must be turned in to the office after the scheduled building activity is completed.

Wedding, Wedding Shower and Reception Building Use:

1. An Application for Use for Wedding, Wedding Shower or Reception form (Form D) must be completed for all weddings and showers with a Building Use Guidelines for Weddings and Showers form (Form C) attached.
2. The Fee Schedule (Form F) will apply to showers, weddings, and receptions. Those requested by COCBA members for immediate family (parents, grandparents, children, grandchildren) will be considered church related and no fee will apply.



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General Building Use Form (Form A)

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:

Main Building
Fellowship Hall/ Kitchen
Parlor/ Kitchen
Auditorium Kitchen
Room 101N (kitchen)
Room 103N
Classroom(s) # _____

Outreach Center
Building (entire)
Floor (main)
Floor & Kitchen
Youth Room (kitchen)
Classroom(s) # _____

Note: You will be responsible for picking up and returning building keys.

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 (see page 6), 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: _____

Room use fee: _____

Deposit: _____

Date paid: _____

Date form received: _____

Date form approved: _____

Entered in Calendar: _____

Entered by: _____

Deacon Facilities: _____

Deacon Safety: _____

Elder: _____

Elder: _____

Elder: _____

Elder: _____



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Building Use Guidelines for Weddings, Showers and Receptions (Form C)

The following guidelines are intended to outline the conditions for which the building can be used for public weddings and showers. The intention for these guidelines is to make the use of the building for weddings and showers follow the same teachings of God’s Word, the Bible and not rules or doctrines of any man-made organization. Our guidelines reflect of the Apostle’s teaching in 1 Peter 2:9-12:

⁹ But you are a chosen race, a royal priesthood, a holy nation, a people for his own possession, that you may proclaim the excellencies of him who called you out of darkness into his marvelous light. ¹⁰ Once you were not a people, but now you are God’s people; once you had not received mercy, but now you have received mercy. ¹¹ Beloved, I urge you as sojourners and exiles to abstain from the passions of the flesh, which wage war against your soul. ¹² Keep your conduct among the Gentiles honorable, so that when they speak against you as evildoers, they may see your good deeds and glorify God on the day of visitation.

The activities at the building should be, and is, a reflection of the Lord’s church in the community and it is intended that weddings, showers, and receptions honor Christ's name.

- The church of Christ of Broken Arrow operates understanding that it is not for man to judge (**John 12:47-50**) and the eldership prayerfully requests that the organizers of weddings only apply for events that reflect God’s directions related to marriage (**I Corinthians 7:2-39; Romans 7:1-3; I Corinthians 7:2; Romans 1:26-27; Romans 7:1-3; and, Matthew 19:6-9**).
- Related to weddings, showers and receptions, we desire the events edify and shine a light in the world (**Matthew 5:13-16**). If organizers or the honored parties are aware of unrepentant public sin (**I Corinthians 5:1-2; II Corinthians 12:21; Galatians 5:19-21**), the eldership prayerfully requests that the event be held in an alternate location.
- Request for use of the building must be made by a member of the church of Christ of Broken Arrow

The church is directed to love (**Matthew 22:36-40**) and the eldership recognizes that these types of events are a representation and a reflection of our love. **In keeping with this, these guidelines do not restrict a church member or group of members from organizing/ conducting weddings, showers, or receptions at other locations as a blessing to any person or couple of their choosing.**

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 should be expected or required from the pulpit. Recorded instrumental music may be used during weddings provided that it does not accompany the singing of psalms, hymns and spiritual songs. All recorded selections must be approved by the eldership to ensure that acceptable taste and decorum are maintained.

Note: The eldership reserves the right to deny any application that it determines violates the word or spirit of the statements above.

I, the undersigned, understand these Guidelines and all of the conditions above are true in this case.

Honoree’s Signature _____ Date Signed _____

Approved _____ Date Signed _____



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Application for Use for Wedding, Wedding Shower or Reception (Form D)

Honoree name: _____ Phone: (c) _____ (h) _____

Where is honoree registered? _____

Event: ___ Bridal Shower ___ Rehearsal Dinner ___ Wedding ___ Reception ___ Baby Shower
Event Date: _____ **Start:** _____ **End:** _____ **Number Expected:** _____
Setup Date: _____ **Start:** _____ **Tear Down Date:** _____ **End:** _____
Circle area(s) you wish to reserve: FH/Kitchen Rm 101N/Kitchen Multi-Purpose/Kitchen Classroom# _____
 Parlor/Kitchen OC Youth Room/Kitchen Auditorium

Event: ___ Bridal shower ___ Rehearsal Dinner ___ Wedding ___ Reception ___ Baby Shower
Event Date: _____ **Start:** _____ **End:** _____ **Number Expected:** _____
Setup Date: _____ **Start:** _____ **Tear Down Date:** _____ **End:** _____
 Circle area(s) you wish to reserve: FH/Kitchen Rm 101N/Kitchen Multi-Purpose/Kitchen Classroom# _____
 Parlor/Kitchen OC Youth Room/Kitchen Auditorium

Event: ___ Bridal Shower ___ Rehearsal Dinner ___ Wedding ___ Reception ___ Baby Shower
Event Date: _____ **Start:** _____ **End:** _____ **Number Expected:** _____
Setup Date: _____ **Start:** _____ **Tear Down date:** _____ **End:** _____
Circle area(s) you wish to reserve: FH/Kitchen Rm 101N/Kitchen Multi-Purpose/Kitchen Classroom# _____
 Parlor/Kitchen OC Youth Room/Kitchen Auditorium

Note: User will be responsible for picking up and returning building keys
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. Page 6: Building Use Guideline for Weddings and Showers must be attached to this form.

Applicant Signature _____ Phone: (c) _____ (h) _____ Date: _____

Approval Signature _____ Date Approved: _____

----- **Office Use**

Only

Multi-purpose floor cleaning fee: _____
Room use fee: _____
Deposit: _____
Date paid: _____

Date form received: _____
Date form approved: _____
Entered in Calendar: _____
Entered by: _____



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Food Handling & Kitchen Use (Form E)

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 group responsible for an event will be responsible for leaving the area clean.

- Tables will be washed, dried, and put away. Chairs must be returned to the place you found them, e.g. storage room, stacked against the wall or set up for a class.
- Dishes and utensils, cooking and serving items to be washed and put away in cabinets or drawers where you found them. OC kitchen rules are posted above the wash sink.
- Cabinet tops, sinks and disposals are to be left clean.
- No leftovers will be left on cabinets or in refrigerator or freezer. Throw them out or take them 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. Nothing is to be taken from the kitchen for events outside the building, e.g. paper products, utensils, etc.

III. It is the obligation of the person or group responsible for an event to educate themselves regarding state and local codes/regulations and to obtain any and all necessary licenses and/or permits.

Signature of responsible party: _____ Group: _____

Date: _____ Time: _____ Event: _____



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Building Usage Fee Schedule (Form F)

A fee to offset expenses will be charged when the activity is not sponsored by a church of Christ of Broken Arrow, OK (“COCBA”) 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:

Main Building		Outreach Center (“OC”)	
Fellowship Hall/ Kitchen	\$40 per hour	Entire Building	\$75 per hour / Not to exceed \$375 per day
Parlor / Kitchen	\$40 per hour	OC Floor (Gym)	\$40 per hour / Not to exceed \$320 per day
Auditorium	\$75 per hour / Not to exceed \$375 per day	Kitchen	\$60 per hour
Room 101 N / Kitchen	\$40 per hour	Floor and Kitchen	\$60 per hour
Room 103 North	\$30 per hour	Youth Room /kitchenette	\$40 per hour
Classroom(s)	\$30 per hour	Classroom(s)	\$30 per hour
Additional Fees:			
<ul style="list-style-type: none"> • Non-refundable deposit: \$100 (non COCBA member use only) • Linen Fee: \$100 per event • Cleaning Fee** : \$75 per event • Cleaning of Multi-Purpose Floor: \$75 per event • Damage (Includes linen damage): Actual repair/replace cost • Use of the sound system requires a member of the COCBA for operation \$50 per hour (2-hour minimum) and \$20 each hour thereafter. 			

* Building use fee is applicable to non-church related events. Fee does not apply if the non-church event is sponsored by a COCBA member **and** is for an event such as an anniversary or birthday for an immediate family member (parents, grandparents, children, grandchildren).

**Cleaning fee does not apply to COCBA members if the facility is left as it is found. If additional cleaning is required, the cleaning fee will apply.

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

Applicant