

West Erwin Church of Christ (WECOC)

Facilities Guidelines

INTRODUCTION:

The West Erwin Church of Christ (WECOC) wishes to share its facilities: Family Life Center (FLC), Auditorium, Chapel, Benevolent Center and classrooms. It is our wish to share the facilities with our membership and their families as well as our community as a place of ministry and for wholesome Christian activities. Any activity in the facilities should be consistent with our goal of glorifying God. Activities will provide:

Opportunities to know God and study his word.
A place for individuals to building healthy relationships.
A facility to enjoy recreational activities together.

All the functions and purposes are subject to and under the supervision of the Finance Committee. The Finance Committee members are:

Gary Ables
Steven Freeman
Morris Hallman
Matt Haws
Wade Weathers

Use of the facilities will be restricted to:

Members of West Erwin Church of Christ
Members of WECOC DBA Iglesia de Cristo
Guests of members of WECOC
Guests that have registered with the church office, submitted proper documentation, and paid applicable fees.

The purpose of the following guidelines is to ensure the use of our facilities is consistent with both our vision and priorities. The guidelines also serve to prompt preservation of the facility and its furnishings for many years of effectiveness in ministry and fairness to all that request access.

RESERVATIONS:

All activities, including WECOC use, must be scheduled, and confirmed with the church office no later than (48) forty-eight hours in advance. Any unscheduled activities must be approved by

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the Finance Committee. Confirmation of a reservation includes the signing of Facilities Use Agreement, Release of Liability and/or payment of any fees or deposits. Only the adult who is assuming the responsibility for the event can sign the agreement. Tentative reservations will be held for (1) one week.

Congregational activities will have precedence over the other scheduled activities and no activity will be scheduled that will conflict with or detract from congregational uses of the facility.

Non-members of WECOC may schedule events no more than (90) ninety days prior to the event.

Member weddings may schedule (180) one hundred and eighty days in advance. Further guidelines for weddings may be found on page 7.

Standing reservations will not be accepted for more than (6) six weeks at a time.

LIABILITIES:

The WECOC cannot be held responsible in any way for personal items that are lost, stolen, or damaged. It is strongly advised that no valuables be left unattended and that all vehicles be locked.

We appreciate your cooperation in the efforts to make the facilities a place for all to enjoy.

West Erwin Church of Christ (WECOC)

Family Life Center Guidelines

Following are the guidelines relating to the use of the Family Life Center (FLC): (THE FINANCE COMMITTEE IS RESPONSIBLE FOR THE INTERPRETATION AND ENFORCEMENT OF THE GUIDELINES. THE COMMITTEE WILL PERIODICALLY REVIEW THESE POLICIES.)

Special Note: THERE WILL BE NO ACTIVITY IN OUR BUILDINGS DURING OUR WORSHIP SERVICE TIMES OTHER THAN SETTING UP FOR SCHEDULED WECOC EVENTS OR MEETINGS.

1. The use of the FLC is subject to the policies for the entire facility as well as those applicable to each entity therein.
2. When adult groups use the building ONE person will be the responsible party. That person's responsibilities will include:
 - a. Reserving the facility in accordance with the FLC guidelines.
 - b. Arranging for the opening of the facility and insuring the closing.
 - c. Ensuring that the facilities and equipment are left in the condition consistent with the guidelines relating to the area(s) reserved.
3. All youth must be accompanied and supervised by an adult while in the FLC.
4. All eating must be confined to the General Area of the FLC unless approval is obtained from sponsor of the activity. No food or drink is permitted outside of the FLC.
5. Carpet must be protected from all candle wax by placing florist paper underneath.
6. Candles must be snuffed out, not blown out to prevent splattered wax.
7. No tacks, pins, nails, glue, or tape of any kind may be used to fasten any decoration to the furniture or building.
8. All decorations are to be removed immediately after the activity.
9. The Parlor may be accessed only in accordance with the included Parlor Policies.
10. The kitchen may be accessed only in accordance with the included Kitchen Policies.
11. No sports activity is permitted (20) twenty minutes before or (10) minutes after any scheduled Bible class or worship service.
12. Curfew is 11:00 p.m. each evening (7) seven days a week. Clean-up must be complete and building vacated by 11:00 p.m.
13. Entrances and exits will be made through the Erwin Street doors only. All other doors are emergency exits only.
14. Participants are asked to remain in the FLC. No loitering in the parking lot will be permitted.
15. No pets allowed in the building unless certified as a Service Animal.
16. Behavior Code:
 - a. Christian behavior is strongly always encouraged.
 - b. No tobacco, alcohol, drugs, or foul language in any form is permitted.

- c. Unauthorized entrance will not be tolerated.
 - d. Persistent violation will lead to loss of participation privileges.
 - e. Misuse of equipment or building will lead to loss of privileges.
17. Modest attire is always highly recommended to include recreational activity.
18. Equipment Use:
- a. Only sports equipment from the FLC equipment room is permitted.
 - b. Any equipment damaged, destroyed, or lost must be replaced by the individual or group who reserved the facility.
 - c. NO BALLS WILL BE KICKED.
 - d. NO THROWING BALLS TOWARD CEILING, WINDOWS OR GENERAL AREA WILL BE TOLERATED.

GUIDELINES FOR WECOC FLC PARLOR

Special Note: THERE WILL BE NO ACTIVITY IN OUR BUILDINGS DURING OUR WORSHIP SERVICE TIMES OTHER THAN SETTING UP FOR SCHEDULED WECOC EVENTS OR MEETINGS.

The FLC Parlor is designed to provide for special events for ladies' functions such as wedding receptions, showers, and anniversary events. To promote preservation of this room and its furnishings we offer the following guidelines.

1. All groups must follow the Reservation Procedure in the WECOC Building Use Policies.
2. If the parlor is being used for a wedding reception, please refer to Guidelines for Weddings.
3. Seated dinners are NOT permitted in the Parlor.
4. Carpet must be protected from all candle wax by placing florist paper underneath.
5. Candles must be snuffed out, not blown out to prevent splattered wax.
6. All decorations are to be removed immediately after the activity.
7. Signs, tacks, staples, nails, tape, putty, glue, etc. are NOT permitted on furniture or walls.
8. A checklist will be given to groups using the wedding and shower closet. At the conclusion of the event, a designated person will approve the compliance of these guidelines.
9. Items in the wedding and shower closet (including, but not limited to, punch bowls, silverware, plates, cups, and table linens) may not be removed from the building.
10. Tablecloths belonging to WECOC that are used will be laundered by WECOC ladies.
11. **Any damage to the furnishings will become the responsibility of the sponsor in charge of the event or by the parent is caused by an unsupervised child or children.**

GUIDELINES FOR WECOC FLC KITCHEN

The WECOC FLC was erected to promote fellowship among the WECOC membership and to assist those who are sponsoring activities consistent with Christian principles and practices. In working toward these ends, usage of the kitchen must be coordinated through the WECOC office. The cooperation of all those who use the kitchen is expected to enforce high standards of cleanliness and ensure that the furnishings and equipment are protected from damage. In addition to the general guidelines and those relating to clean up, the following apply to kitchen usage.

1. The use of the kitchen is restricted to church ministry-related activities except in specific cases when approval is secured from the church office.
2. Reservations for the kitchen must be made through the church office (2) two weeks in advance of the event. No function involving food preparation will be schedule for the day before a church wide luncheon or on Tuesday as the Lunch Bunch has exclusive use.
3. A clean up checklist is provided below as well as posted in the kitchen. The guidelines therein must be adhered to!
4. No kitchen items, inclusive of but not limited to dishes, silverware, serving utensils and cooking equipment may be removed from the FLC.
5. For safety and liability concerns, all children under (12) twelve years old are forbidden to enter the kitchen. Children older than (12) twelve must have parental supervision while in the kitchen at any time. State law forbids children under (18) eighteen years of age from operating commercial kitchen equipment.
6. Any damage to the kitchen area/equipment will become the responsibility of the sponsor in charge of the event or by the parent if caused by an unsupervised child or children.
7. All food and drink are to be consumed in the general area. NO FOOD OR DRINK ARE PERMITTED IN THE GYM AREA unless during a congregational activity or prior approval from church office.

Kitchen Clean Up

1. If you use it, clean it! If the kitchen is not clean upon entry, it MUST be reported to the office immediately (903-592-0809 or office@westerwincoc.org).
2. Label EVERY item in the refrigerator and freezer with your name and date. Otherwise, items will be thrown out.
3. Throw away anything that is old and outdated.
4. Take home all dish towels, wash and RETURN to kitchen within (2) two days.
5. Wipe off all countertops.
6. Disinfect the sink and run disposal to clear out the waste.
7. If you cook, clean the stove and oven. To clean the stove, wipe crumbs into the dip tray and clean. All spills and hood are to be cleaned on the oven.
8. Wash outside the stainless-steel appliances.
9. Gather all trash and put in dumpster. Along with replace container bags.

10. All cleaning supplies are under the sink and in janitorial closet. If you use the last of the supplies, please inform the church office.
11. All dishes, coffee pots, silverware, cooking utensils are to be cleaned and properly stored.
12. Any malfunction of appliances reported to the church office.
13. All damage or breakage is to be reported to the church office immediately. Reimbursement by user/sponsor may be requested.

GUIDELINES FOR WECOC

Chapel/Auditorium

The use of these facilities is subject to the policies for the entire facility as well as those applicable therein. The Finance Committee is responsible for the interpretation and enforcement of the use and conduct.

1. When adult groups use the building (1) one person will be the responsible party. That person's responsibilities will include:
 - a. Reserving the facility in accordance with facility guidelines.
 - b. Arranging for the opening of the facility and insuring the closing.
 - c. Ensuring that then facilities and equipment are left in the condition consistent with the guidelines relating to the area(s) reserved.
2. All children must be supervised by an adult while in the facility.
3. Carpet must be protected from all candle wax by placing florist paper underneath.
4. Candles must be snuffed out, not blown out to prevent splattered wax.
5. All decorations are to be removed immediately after the activity.
6. Signs, tacks, staples, nails, tape, putty, glue, etc. are NOT permitted on furniture or walls.
7. Curfew is 11:00 p.m. each evening (7) seven days a week. Clean-up must be complete and building vacated by 11:00 p.m.
8. No pets allowed in the building unless certified as a Service Animal.
9. Behavior Code:
 - a. Christian behavior is strongly always encouraged.
 - b. No tobacco, alcohol, drugs, or foul language in any form is permitted.
 - c. Unauthorized entrance will not be tolerated.
 - d. Persistent violation will lead to loss of participation privileges.
 - e. Misuse of equipment or building will lead to loss of privileges.
 - f. Appropriate/modest clothing is to be always worn.

WEDDINGS AT WECOC

Procedures For Reservations:

Emphasis is given to the importance of scheduling the wedding as far in advance as possible, giving dates and the exact hour of rehearsal, ceremony, reception, and the facilities desired. Reservations are to be made through the church office.

Members (as defined in the WECOC Directory) may reserve our facilities as far in advance of the ceremony as they wish. It is highly suggested member weddings schedule (180) one hundred and eighty days in advance. There is no charge for any of the facilities for participating members. For definition of "participating member" that includes bride, groom, parents or grandparents of the bride or groom.

Weddings/receptions may NOT be scheduled on Sundays, holidays or the day preceding a holiday.

If you will be utilizing any sound booth equipment, you must also let the office know. The sound booth equipment is run by WECOC technicians only. Therefore, scheduling and confirmation in advance is imperative.

Rehearsals

Members of the wedding party are to be reminded that rehearsal should start promptly and proceed in a dignified manner. It is advisable to have a wedding consultant and/or individual responsible for coordinating the ceremony.

It is necessary to make reservations and schedule for the rehearsal. Please contact the church office to make reservations.

Wedding Music

Music is permissible under the following guidelines. The use of pre-recorded instrumental and/or vocal music is permitted if the music is of the traditional, classic, or familiar contemporary styles commonly used in formal ceremonies. The Eldership of WECOC reserve the right to deny the use of music which is not considered appropriate within the church setting.

All hymns MUST be acappella (sung without instrumental accompaniment).

Ceremony and Reception

Rules of conduct and guidelines for usage:

1. No alcoholic beverages are permitted in any facility or on the grounds.
2. Church owned serving pieces are available for church members' weddings.
3. No food or beverages may be left in the refrigerator after the reception.
4. You will need to provide your own cleaning supplies and utensils.
5. Carpet must be protected from all candle wax by placing florist paper underneath.
6. Candles must be snuffed out, not blown out to prevent splattered wax.
7. All decorations are to be removed immediately after the activity.
8. Signs, tacks, staples, nails, tape, putty, glue, etc. are NOT permitted on furniture or walls.
9. Pew bows must be secured by a protective saddle over the end of the pew.
10. All facilities used must be restored to clean, neat, and orderly condition.

Rice, birdseed, confetti, liquid graffiti, and paper flowers create hazards and liabilities for the church. Therefore, these items will not be permitted inside or immediately outside the facilities. Rose petals and potpourri make a nice substitute may not be thrown anywhere inside the facilities. (An exception may be made if having a flower girl. Advanced approval is required by the Finance Committee.)

THE CHURCH CANNOT BE RESPONSIBLE IN ANY WAY FOR PERSONAL ITEMS IF THEY ARE LOST, STOLEN OR DAMAGED. IT IS STRONGLY ADVISED THAT THE WEDDING PARY, FLORIST, PHOTOGRAPHER, CATERER AND/OR WEDDING GUESTS DO NOT LEAVE ANY VALUABLES UNATTENDED.

Visitation and Funerals

Procedures For Reservations:

Emphasis is given to the importance of scheduling giving dates and the exact hour of visitation, service, and reception of the facilities desired. Reservations are to be made through the church office.

For definition, members are defined as listed in the updated WECOC Instant directory. There is no charge for any of the facilities for members or family. For definition of “family member” that includes immediate family. A person’s immediate family is their smallest family unit including parents, sibling(s), spouse, and children. A fee schedule is provided for non-members.

WECOC wishes to make this time as painless as possible. To make this an individualized experience and communicate your wishes to the congregation, please inform the office if you desire donations or flowers.

Visitations and funeral services may NOT be scheduled on Sundays, holidays or the day preceding a holiday.

If you will be utilizing any sound booth equipment, you must also let the office know. The sound booth equipment is run by WECOC technicians only. Therefore, scheduling and confirmation in advance is imperative.

WECOC Facilities Reservation Request

Date of Request: _____ Member of WECOC (please check) _____ Y _____ N

Date(s) of Reservation: _____ Time(s) of Reservation: _____

Name of Responsible Individual and/or Organization: _____

Individual's Contact information:

Phone: _____ Email: _____

Mailing Address (For Non-members only): _____

Facility Requested: (Please check)

Family Life Center: _____ FLC without kitchen _____ FLC with Kitchen _____ Parlor

Main Building: _____ Auditorium _____ Chapel _____ Foyer _____ Classrooms

Benevolent Center: _____ BC without kitchen _____ BC with kitchen

Type of Event: _____

Committee Approved: Y/N by _____ Date: _____

Non-Member Fees (maximum of 2 hours):

FLC w/o Kitchen \$

West Erwin Church of Christ Facility Use Fee Schedule

(Fees for nonmembers and non-congregational sponsored events. Flat Fee is per day.)

Building Fee (flat fee)

Chapel	\$75
Auditorium	\$125
Classroom	\$75
Benevolent Center	\$75
FLC	\$100
FLC & Kitchen	\$125
FLC & Parlor	\$125

Safety staff (flat fee per person) \$75

Custodial (flat fee) \$75

Sound Booth (flat fee) \$125

Release of Liability

Read Carefully - This Affects Your Legal Rights

In exchange for the use of the property, facilities, and services of West Erwin Church of Christ , I, _____ agree for myself and (if applicable) for the members of my family, organization and any guests to the following:

1. Agreement To Follow Directions. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by West Erwin Church of Christ , or the employees, representatives, or agents of West Erwin Church of Christ .

2. Assumption of the Risks and Release. I recognize that there are certain inherent risks associated with the above-described activity and I assume full responsibility for personal injury to myself and (if applicable) my family, members, and/or guests further release and discharge West Erwin Church of Christ for injury, loss, or damage arising out of my use of or presence upon the facilities of West Erwin Church of Christ , whether caused by the fault of myself, my family, organization, or guests West Erwin Church of Christ or other third parties.

3. Indemnification. I agree to indemnify and defend West Erwin Church of Christ against all claims, causes of action, damages, judgments, costs, or expenses, including attorney fees and other litigation costs, which may in any way arise from my or my family's use of or presence upon the facilities of West Erwin Church of Christ.

4. Fees. I agree to pay for all damages to the facilities of West Erwin Church of Christ caused by any negligent, reckless, or willful actions by me, my family, organization and/or guests.

5. Applicable Law. Any legal or equitable claim that may arise from participation in the above shall be resolved under Texas law.

6. No Duress. I agree and acknowledge that I am under no pressure or duress to sign this agreement and that I have been given a reasonable opportunity to review it before signing. I further agree and acknowledge that I am free to have my own legal counsel review this agreement if I so desire. I further agree and acknowledge that West Erwin

Church of Christ has offered to refund any fees I have paid to use its facilities if I choose not to sign this agreement.

7. Arm's Length Agreement. This agreement and each of its terms are the product of an arm's length negotiation between the Parties. In the event any ambiguity is found to exist in the interpretation of this agreement or any of its provisions, the Parties, and each of them, explicitly reject the application of any legal or equitable rule of interpretation which would lead to a construction either "for" or "against" a particular party based upon their status as the drafter of a specific term, language, or provision giving rise to such ambiguity.

8. Enforceability. The invalidity or unenforceability of any provision of this agreement, whether standing alone or as applied to a particular occurrence or circumstance, shall not affect the validity or enforceability of any other provision of this agreement or of any other applications of such provision, as the case may be. Such invalid or unenforceable provision shall be deemed not to be a part of this agreement.

9. Dispute Resolution. The parties will attempt to resolve any dispute arising out of or relating to this agreement through friendly negotiations among the parties. If the matter is not resolved by negotiation, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure:

Any controversies or disputes arising out of or relating to this agreement will be submitted to mediation in accordance with any statutory rules of mediation. If mediation does not successfully resolve the dispute, then the parties may proceed to seek an alternative form of resolution in accordance with any other rights and remedies afforded to them by law.

10. Emergency Contact. In case of an emergency, please call:
_____ (Relationship) at _____ (Day), or
_____ (Evening).

Signature: _____

Date: _____