

FIRST UNITED METHODIST CHURCH
2300 Country Club Road
Duncan, Oklahoma 73533
Regulations for Use of Church Facilities
January 2016

A. General

1. Smoking is not allowed on the church premises.
2. All alcoholic beverages, tobacco, e-cigarettes, and illegal substances are prohibited in church facilities and on church property.
3. Use of any church facilities by our church groups or individual member families shall be coordinated through the church secretary or finance office to avoid conflicts.
4. Subject to the discretion of the Board of Trustees, use of the church facilities by non-church groups shall be limited primarily to non-profit, service oriented and/or non-partisan political groups. Such use shall be coordinated through the church office. A non-church group will not be given permission to use the church facilities on a regular basis unless specifically approved by the Board of Trustees.
5. Church facilities are to be closed on Saturday except for pre-arranged events.
6. No portraits other than those of ministers will be displayed in the church buildings. Any additional art displayed in the church requires approval from the Board of Trustees. Offices may be decorated at occupant's discretion subject to church policies and/or Board of Trustees approval.
7. Open carry of fire arms is prohibited in and on all church property.

B. Piano and Organ

1. Music students may have a lesson with a teacher on the organ or pianos during regular office only (9:00 AM – 4:30 PM, Monday – Friday).
2. For a student to practice on the organ, permission must first be obtained from the Trustees through a request letter approved and signed by the teacher.
3. At no time shall food or drink be on or near the piano or organ.

C. Kitchen and Church Hostess

1. If the kitchen is being used, the church hostess is required to be present.
2. Please see the fee schedule for all kitchen and hostess fees.

D. Sound/Lighting Systems

1. The church's sound systems shall be operated by authorized personnel only, whether in the Sanctuary, FUM Center, or other areas.
2. Please see the fee schedule for all sound/lighting fees.

E. Church Library

1. Purpose – a library should be tailored to the needs of the clientele that it serves. The primary purpose of the church's library is to serve the needs of the congregation and the staff. Therefore, the holdings of the library should include materials suitable for

aiding in the preparation of sermons and Sunday School lessons, also materials suitable for personal encouragement, inspiration, consolation, and religious education.

2. Operating – In order to assure systematic growth and operation of the church's library, there should be a committee responsible for the task. The committee should include in its budget requests for sufficient funds to continue furnishing necessary supplies and new materials to keep the collection in good order. The nominating committee is responsible for naming a committee for operating the library.
3. Operating Committee Duties – The committee for operating the church library should be composed of three (3) persons. The committee should be comprised of persons who have been previously instrumental in the operational process of the library, if possible. The committee should include at least two who have served previously to provide continuity of effort and knowledge of operational procedures.
4. Acquisition of Materials – The library should not be a catch-all collection of books for the sake of filling space on the shelves. The collection should be books by authors recognized in their field and on subjects relative to church use. Gifts, however well intentioned, should be accepted or respectfully declined based on their suitability. This should be a responsibility of the library operating committee.
5. The library committee during a periodic inventory, should withdraw materials that are worn out, have outdated content, are unnecessary duplicate copies, or that treat subjects unsuitable for the purpose of the library.
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7. The library committee should have a budgeted allotment of funds to purchase new materials and supplies as needed. The library committee should also have the privilege of selecting materials using funds donated to the library as memorials.

F. Church Vehicles

1. The vehicles owned and operated by the church exist to enhance and extend the Nurture, Outreach, and Witness ministries of the church. Vehicles may be used by church groups on a "first come" basis, with agreement of compliance of policy.
2. The use of vans must be scheduled through the church office (Monday-Friday, 8:30 AM – 4:30 AM)
3. Any group within the church may use the vehicles, so long as they comply with all policies.
4. Groups outside the church may use the vehicles only when approved by the Board of Trustees.
5. Vehicles must be left clean (including windows) and fueled after each usage. Failure to clean and/or refuel will result in a \$50.00 fee plus refueling cost to the responsible groups.
6. On trips of more than 500 miles total, groups are responsible for the following during the trip:
 - a. Two properly licensed drivers for each vehicle.
 - b. No driver to drive over 250 miles, continuously.

- c. Maintaining tire pressure, engine oil level, water level, and belts.
7. Seatbelts must be worn at all times in the vans, and child seats must be used as required by law.
8. The number of passengers must not exceed recommended number of passengers or recommended weight limits.
9. Groups using the vehicles are responsible for reporting any mechanical problems immediately to the church office.
10. Only members of the church or staff may drive church owned vehicles.
11. Keys may be picked up from the church office on the day vehicle is to be used. For weekend use, keys must be obtained before noon on Friday. Persons checking out keys should present a valid driver's license to receive them and sign the vehicle sign out. Keys are to be returned to the church upon completion of usage.

G. Wedding Guidelines

1. A Wedding Covenant must be signed and returned to the church office with a \$50 facility deposit.
2. Scheduling – All weddings shall be scheduled through the minister. The date of the wedding should be placed on the church calendar at the earliest possible time. Weddings scheduled on Saturday should begin no later than 7:00 PM to allow adequate cleanup time for the church hostess and custodian.
3. Premarital Conferences – Every couple is expected to do marriage preparation with a FUMC minister. Outside ministers may perform a wedding, but they must first be approved by the senior minister or designee.
4. Music – Music is a very important part of the service and should be in keeping with the sacred worship service. The church organist or one approved by the church may play for the wedding.
5. Pictures – Photographic and/or video equipment may be used. Flash pictures shall not be made in the sanctuary while the service is in progress. This applies from the time the bride arrives at the altar until the benediction has been pronounced. Photographs and/or videos, without flash apparatus, may be made of the recessional or in the Narthex prior to the service.
6. Sound System – Only authorized personnel are allowed to operate the sound equipment.
7. Flowers and Decorations – A wedding is a service of worship and the sanctuary furnishing should be left in their normal positions. The altar may be moved back slightly. The booking party is responsible for any damage that occurs. Special precaution must be taken with all candles that are used to ensure that wax does not drip on the carpet. Florists that decorate the sanctuary are required to be responsible for damage of any kind caused by their employees or equipment. Particular attention must be given to avoid damage to the finished wood surfaces by nails, tape, etc.
8. All weddings performed on church owned premises must be in conformity with the current edition of the *Book of Discipline of the United Methodist Church*.

9. There shall be no rice or confetti thrown in or around the building. We suggest bird seed or bubbles be used outside the building (well away from entrances so that it is not tracked inside).
10. Nonmembers please refer to fee schedule for wedding fees. Members of FUMC do not pay for building usage fees. They are responsible only for minister's honorarium, accompanist's honorarium, audio/visual fees and custodial fees.
11. Personnel of FUMC will not develop or produce audio/video presentations. This can be done by a third party.
12. Facility Capacity:
 - a. Sanctuary: 450
 - b. Chapel: 75
 - c. FUMCenter: 500/Lecture, 300/dining
 - d. Adult Activity Room: 100
 - e. Youth Lounge: 75/lecture, 50/dining

H. Funeral Guidelines

1. Scheduling – All funerals shall be scheduled through the minister. The date of the funeral should be placed on the church calendar at the earliest possible time. Funerals scheduled on Saturday should begin no later than 7:00 PM to allow adequate cleanup time for the church hostess and custodian.
2. Outside ministers may perform a funeral, but they must first be approved by the senior minister or designee.
3. Music – Music is a very important part of the service and should be in keeping with the sacred worship service. The church organist or one approved by the church may play for the funeral.
4. Pictures – Photographic and/or video equipment may be used. Flash pictures shall not be made in the sanctuary while the service is in progress. Sound System – Only authorized personnel are allowed to operate the sound equipment.
5. Flowers and Decorations – a funeral is a service of worship and the sanctuary furnishings should be left in their normal positions. The altar may be moved back slightly if desired. The booking party is responsible for any damage that occurs. Special precaution must be taken with all candles that are used to ensure that wax does not drip on the carpet. Florists that decorate the sanctuary are required to be responsible for damage of any kind caused by their employees or equipment. Particular attention must be given to avoid damage to the finished wood surfaces by nails, tape, etc.
6. Personnel of FUMC will not develop or produce audio/video presentations. This can be done through the funeral home or by a third party.
7. Nonmembers please refer to the fee schedule for funeral fees. Members of FUMC do not pay for building usage fees. They are responsible only for minister's honorarium, accompanist's honorarium, audio/visual fees, and custodial fees.

Any questions relating to the use of church facilities not answered here shall be directed to the Chairman of the Board of Trustees.

Building Usage Fees for FUMC Duncan

Room	Function	(Nonmember) Usage	(All) Custodial
**Sanctuary	Wedding	\$100	\$100
	Funeral	\$100	\$75
	General	\$100	\$75
**FUMCenter	Wedding	\$100	\$100
	Funeral	\$100	\$75
	General	\$100	\$75
Parlor	Wedding	\$75	\$25
	Funeral	\$75	\$25
	General	\$75	\$25
Chapel	Wedding	\$50	\$50
	Funeral	\$50	\$25
	General	\$50	\$25
Adult Activity Room	General Meetings	\$50	\$50
	Parties	\$50	\$50
Classrooms	General	\$50	\$25

****Nonmembers will pay an additional \$200 to defray costs of utilities for weddings and funerals. If a wedding this includes rehearsal, wedding, decorating and undecorating time.**

Additional Fees and Honorariums

- Hostess Fees: \$30/hr. for first 2 hours and \$15/hr. for each additional hour.
- Audio/Visual: \$30/hr. for first hour and \$15/hr. for each additional hour.
- Musician: \$200 flat fee unless otherwise arranged with organist or pianist. Individual arrangements made for soloists.
- Minister: Honorarium Recommendation Ranges
 - Wedding: \$250-\$600
 - Funeral: \$200-\$400

Only the Board of Trustees may alter prices or approve exceptions to these usage fees.

Building Usage Fees for FUMC Duncan

Room	Function	(Nonmember) Usage	(All) Custodial
**Sanctuary	Wedding	\$100	\$100
	Funeral	\$100	\$75
	General	\$100	75
**FUMCenter	Wedding	\$100	\$100
	Funeral	\$100	\$75
	General	\$100	\$75
Parlor	Wedding	\$75	\$25
	Funeral	\$75	\$25
	General	\$75	\$25
Chapel	Wedding	\$50	\$50
	Funeral	\$50	\$25
	General	\$50	\$25
Adult Activity Room	General Meetings	\$50	\$50
	Parties	\$50	\$50
Classrooms	General	\$50	\$25

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Musician: \$200 flat fee unless otherwise arranged with organist or pianist. Individual arrangements made for soloists.

Minister: Honorarium Recommendation Ranges

Wedding: \$250-\$600

Funeral: \$200-\$400

Only the Board of Trustees may alter prices or approve exceptions to these usage fees.