

POLICIES & PROCEDURES FOR BUILDING USAGE



WOODLAND PARK CHURCH OF CHRIST

**1800 MARTIN LUTHER KING, JR. DRIVE
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www.woodlandparkcoc.com

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APPENDIX:

POLICY STATEMENT: It is not the intent or purpose of the Woodland Park Church of Christ to realize a profit when allowing the use of the church building and/or multipurpose facility. However, by opening the building for non-regular schedules or special events, certain expenses and costs are incurred such as custodial services, security, heat, electricity, water, gas and the general maintenance of the building. Therefore, a fee schedule for the use of various areas of the building is included in the Policies and Procedures governing the use of the building.

BUILDING USE

1. Events other than the regularly scheduled services or ministry activities must be approved by the Leadership and coordinated through the Church Designee. The Church Designee must schedule all spaces at Woodland Park for use, which includes the sanctuary, multipurpose facility, classrooms and grounds.
2. The Woodland Park Church of Christ reserves the right to refuse the use of any of its facilities to anyone, without cause. A Building Use Form generated by Woodland Park must be signed and submitted to the church designee to reserve the use of the building.
3. All requests for the use of the building shall be made at least *six (6) weeks* in advance of proposed activity. This includes individuals as well as groups whether members of the Woodland Park family, members of sister congregations, community agencies, etc., except as set forth in the wedding policies.
4. A deposit of \$350.00 is required within 72 hours upon approval for the use of the building, along with the completed request form.
5. Payment (not deposit) for building use should be submitted in full no later than *thirty (30) calendar days* prior to the date of the event.
6. The building and grounds will only be used for activities that are in harmony with the goals, principles and values espoused by the Woodland Park Church of Christ.
7. Reservations will be scheduled and posted on the calendar inside the church office.
8. Eating and drinking are limited to the multipurpose facility only. ***ABSOLUTELY NO EATING OR DRINKING WILL BE ALLOWED OUTSIDE OF THE MULTIPURPOSE FACILITY.***
9. No smoking or use of tobacco products of any kind is allowed in the building or on the church property.
10. Alcoholic beverage, sensuous or loud music, dancing, contra-band drugs or paraphernalia are strictly prohibited and not allowed on the premises at any time.

11. All activities must be commenced no later than 6:00 P.M. and end no later 9:30 P.M., with a maximum duration of four (4) hours. All equipment and materials must be removed from the building one (1) hour after activities are completed, or the deposit is forfeited
12. Events given by members for members (i.e. baby/bridal showers, graduation and birthday celebrations, etc.) which require the use of the building will be charged a minimal set up and clean up fee.

SOUND SYSTEM

Only designated member(s) of the Woodland Park Church of Christ will be allowed to operate the sound system (on and off of Public Address system). The charge for this service is included in the regular fees.

FURNITURE & EQUIPMENT

Woodland Park will remove and replace all furniture (communion table, podium, etc.) that is not permanently attached upon request. No permanently attached furniture or fixtures will be moved. No staples, thumbtacks or heavy-duty adhesive backing tape will be allowed to attach items to the walls, woodwork, pews, or other furnishing. Only use tapes or adhesives that will not damage the walls or church property.

KITCHEN USE

For health reasons, only members of the Kitchen Committee at Woodland Park will be allowed to cook food in the kitchen. Caterers must prepare food offsite and provide their own silverware, warmers and accessories. Refrigerators and freezers may be used to preserve the food until serving time, however; no raw meats will be allowed to be stored in the refrigerators or freezers. Caterers are to use their own equipment (dishtowels, detergent, etc.) for cleanup.

FUNERALS

There will be *no* charge for funerals for current members of the Woodland Park Church of Christ, non-members or sister congregations.

GENERAL WEDDING/EVENTS POLICIES

You are required to adhere to all policies outlined in the policy and procedures for building use. Before making any definite plans or public announcements regarding church weddings, the following rules will apply:

1. The Sanctuary and other facilities may be used for wedding ceremonies when the bride and groom are both members of the Church of Christ. The sanctuary and other facilities shall not be available when a Christian is marrying a Non-Christian, (i.e. one party is not a member of the Church of Christ). The sanctuary and other facilities may be used for wedding ceremonies when both the bride and groom are not members of the Church of Christ, (i.e. neither the bride nor groom is a member of the Church of Christ). For the purpose of this policy, a bride is a female person and the groom is a male person.
2. Secure a copy of the Woodland Park Church of Christ Wedding policies. Indicate the desired date of the wedding. The date of the wedding will be noted on the church calendar, unless there is a conflict when approved by the church leadership.
3. Should there be a desire to request the Minister and/or staff to officiate or participate, this date too should be scheduled prior to the request for the use of the facilities. Communication should be directly with the Minister who will be officiating the wedding. The bride and groom are responsible for obtaining confirmation of the wedding date.
4. Complete, sign and return the Building Use form to the Church designee three (3) months prior to the scheduled wedding date. The date will be considered confirmed only after this form has been completed, approved and all deposits have been submitted.
5. Should someone other than the Ministers of the Woodland Park Church of Christ conduct the wedding ceremony, the Church Leadership should be consulted.
6. The Main Auditorium and Fellowship hall may be used for weddings except on Sundays and Wednesdays (church activities on these days preclude scheduling weddings) provided the use does not conflict with previously scheduled services or meetings of the church.
7. The following holidays may be in conflict and should not be scheduled for weddings: New Years Day, Christmas Day, Thanksgiving Day, Independence Day, and Labor Day.
8. Damage of any kind to the church facilities and/or equipment must be reimbursed at the replacement price.
9. Birdseed or rice is prohibited from both inside and outside of the church building due to safety reasons.
10. ***Alcoholic beverages are absolutely prohibited at all times.*** Food and drinks are limited to the multipurpose facility only.
11. Carrying lighted candles down the aisles is prohibited.

12. The bride and groom are responsible for informing the members of the wedding party of all policies that are relevant to the wedding.
13. If it becomes necessary for the communion table or pulpit to be removed and replaced back into its appropriate space, it is the responsibility of the bride and/or groom to make such request to the church designated wedding coordinator.

1.1 WEDDING POLICES OF THE MINISTER

- a. The Minister performing the wedding ceremony should meet with the wedding couple to discuss the order of services and the ceremony.
- b. The Minister cannot legally perform a wedding ceremony without a marriage license. The license should be presented to the minister two days prior to the date of the wedding.
- c. For weddings conducted in the main auditorium, the minister should meet with the groom and best man in the designate area.

1.2 WEDDING REHEARSAL

All wedding rehearsals should be scheduled no sooner than 6:00 p.m. and should end no later than 9:30 p.m. on the day preceding the wedding ceremony. Any change from this time must be agreeable to both the church and the officiating minister. The bride and groom are encouraged to inform the wedding party of the importance of being prompt for the rehearsal and for the wedding.

The following are recommendations, which should help guide the bride and groom prepare for the wedding rehearsal:

- a. The minister and/or the wedding director should be in charge of the wedding rehearsal;
- b. Members of the wedding party should be present;
- c. The Ushers, soloist and musicians should also be present.

1.3 WEDDING MUSIC

It is the responsibility of the bride/groom to secure approval from the Leadership of the Church for the music that has been selected for the wedding. Approval should be obtained at least two weeks prior to the wedding date.

- a. The bride and/or groom must provide any soloist, musician and instruments.
- b. The church sound system is to be operated by the Woodland Park Church of Christ authorized personnel only.

- c. Musical instruments are to be removed from the building immediately after the wedding and/or reception and before the next church service.

1.4 PHOTOGRAPHER

The Photographer may not stand on the pews, in the bistro or other furniture.

1.5 THE FLORIST

No tacks or nails, tape or materials, which may deface the furnishings, may be used for decorating.

- a. Flowers and decorations must be removed immediately following the wedding ceremony and/or reception. The facilities must be left in the same order in which they were found.
- b. A maximum of four (4) hours will be allowed for decorating. The bride or florist must contact the church wedding coordinator to assure that the building will be open.
- c. Flower arrangements on the bistro are *not* to be removed.

If candles are used, a polyethylene liner must be placed under the candles to protect the carpets and/or furnishings.

1.6 WEDDING RECEPTION

It is the responsibility of the bride/groom to inform the caterers of the church wedding policies. A copy of this page should be given to the caterers.

1.7 THE CATERER

Wedding receptions may be held in the multipurpose facility. A kitchen adjoins this area and may also be used. The caterers must clear all arrangements for the reception with the church wedding coordinator in advance.

- a. All caterers using the church facilities will be expected to leave the kitchen and reception area in the order in which it was found.
- b. The caterer and/or the bride are responsible for furnishing all supplies (i.e. punch bowls, plates, serving items table linen, etc.)
- c. The caterers must arrange with the church wedding coordinator the time when equipment and supplies are to be brought to the reception area.
- d. Only personnel approved by the Woodland Park Church of Christ Kitchen Committee may operate the stove.

- e. For health reasons, only members of the Kitchen Committee at Woodland Park will be allowed to cook food in the kitchen. Caterers must prepare food offsite and provide their own silverware, warmers and accessories. Refrigerators and freezers may be used to preserve the food until serving time; however, no raw meats are to be stored in the refrigerators or freezers. Caterers are to use their own equipment (dishtowels, detergent, etc.) for cleanup.
- f. The caterers and the bride's wedding coordinator must arrange to remove all equipment and material from the building one (1) hour after activities are completed, or forfeit the deposit.

APPENDIX I

BUILDING USE FORM

Woodland Park Church of Christ
1800 Martin Luther King, Jr. Drive
P.O. Box 110507
Birmingham, Alabama 35211-0507

(205) 251-3055

Date Submitted _____

Name _____

Member of Woodland Park

Yes _____ No _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Proposed Date _____ Time _____

Number of Tables/Chairs Reserved: Tables _____ Chairs _____ (maximum seating/300)

Type of Function: Wedding/Rehearsal _____ Reception _____
Other (Please Specify) _____

If Wedding:

Name of Officiate _____

Rehearsal Date _____ Rehearsal Time _____

Rooms/Space Requesting _____

Reception Time _____

In addition to this form I have received a copy of the Policies & Procedures for Building Use of the Woodland Park Church of Christ for review and do hereby agree to follow and abide by those policies and procedures.

Signature of Party making request for building use Date

FOR OFFICE USE ONLY:

____ Approved _____ Not Approved _____ \$350.00 Refunded

DATE RECEIVED: _____ Date Fee Paid: _____

Authorizing Signature(s) _____ Date _____

_____ Date _____

APPENDIX II

FEE SCHEDULE FOR BUILDING USE

The following fees are listed below for the use of the building. These fees are not imposed to profit but only to offset the expenses for things such as electricity, gas, custodial service, etc. that will incur when events are held. Member denotes a member of the Woodland Park Church of Christ.

	MEMBER*	NON-MEMBER
Sanctuary	\$560.00	\$750.00
Multi-Purpose	\$380.00	\$750.00
Classroom (each)	\$ 50.00	\$50.00
**Wedding	\$860.00	\$1500.00

A refundable deposit of \$350.00 will be due before the building is used to cover any repairable damages that may occur during the use of the facilities. If the event is cancelled 30 days or less prior to the event, the deposit is non-refundable. Each additional 30 minutes or portion thereof, a fee of \$50.00 will be assessed.

*** Denotes a current member of the Woodland Park Church of Christ.**

****Denotes the use of the sanctuary, multipurpose area, bridal room and classrooms.**

Revised: August 3, 2014