
Building Use Policy



1907 NE Loop 410 — San Antonio, Texas— 78217 — 210.824.7301
www.macarthurchurch.org



Introduction

We believe the facilities of the MacArthur Park Church of Christ are blessings from God and are to be used for activities which bring honor to Him.

General Policy

The facilities and equipment of the MacArthur Park Church of Christ exist for the primary purpose of use by members throughout its formal ministries.

Regularly scheduled meetings and activities of the MacArthur Park Church of Christ will have first priority in the use of facilities. Other MacArthur Park ministry related meetings and activities will have second priority.

Use of the facilities by members of the MacArthur Park Church of Christ for non-ministry events and use by non-profit groups &/or wedding parties will be considered after all regularly scheduled and ministry related activities. Formal requests for these outside activities must be made through the church office with the forms provided.

Use of the MacArthur Park Church of Christ facilities for non-ministry related events are subject to approval and fees.

General Guidelines

All activities and events are subject to these general guidelines.

The MacArthur Park Church of Christ facility is dedicated to Christian standards. All members and guests are expected to dress and behave accordingly.

- The consumption of alcohol is forbidden on our campus and in our facilities
- The use of tobacco &/or illegal substances is forbidden on our campus and in our facilities
- The use of profanity is forbidden
- Weapons are not allowed in our facilities
- Pets and animals are not allowed in our facilities (except for purposes described in the Americans with Disabilities Act)
- Any childcare services provided during activities must meet all nursery and Children's Ministry childcare standards
- Children should not be left unattended or unsupervised in our building or on our grounds at any time
- The building must be secured at the conclusion of event

Audio/Visual Equipment Usage Guidelines

All A/V equipment must be reserved in advance. Audio/Visual equipment is not to be removed from any room without coordinating with the *MacArthur Park A/V Ministry* or a staff member.

The A/V Booth in the auditorium must be operated by an approved technician. This must be requested well in advance for proper staffing and coordination.

Audio/Visual equipment may not be removed from our facilities.

Furnishing Usage

Those conducting an activity are responsible for returning any furnishings to their proper location or storage area.

Furnishings should not be removed from facilities, except where designated and approved in advance for outside use. A special group of tables and chairs is available for members use off-site and may be reserved and checked in and out through the church office. Only designated tables and chairs may be taken from the facility and must be returned immediately following their use.

Set-up and take-down of the furnishings is the responsibility of the person coordinating the event.

Nursery & Preschool Facilities

The nursery facility may not be used unless at least church approved and two paid nursery attendants are on duty.

To properly protect the safety and sanitary conditions of our preschool department and playroom these rooms may not be opened except by a staff member. They may only be used when proper adult supervision is in place.

No child is to be left alone in our facility or on the campus at any time.

Other restrictions to childcare may apply. Please see our Children's Ministry & Nursery guidelines.

Conference & Meeting Rooms

Conference and meeting room usage, like other events, should be scheduled through the church office. Any materials brought in for meetings should be removed at the end of the meeting and furnishings returned to original locations.

Keys

Our facilities have restricted access and an office staff member will give instructions about keys and restricted entry when keys are issued. A deposit will be required for keys issued for outside usage.

All keys and electronic entry cards are the sole property of the MacArthur Park Church of Christ and must be surrendered upon request.

For events with temporary usage, keys and entry card will be issued prior to the event from the church office. These must be returned the first workday following the event.

Security Guidelines

For the safety of all concerned, entry doors are NEVER to be propped open or left unattended during an event. Only unlock doors for rooms and entry points that are used by the event.

All doors must be checked and secured at the end of each event.

If activity is taking place in the evening, please do not allow access inside the building to people who are not associated with your event or do not have proper identification.

Kitchen Guidelines

There are two kitchen facilities in our building . The main kitchen is adjacent to the fellowship hall. This kitchen is to remain locked when not in use. The small kitchen is also available, but has limited space.

1. Kitchen must be cleaned.
 - All dishes & utensils washed and returned to cabinets
 - All trash removed (dumpster key available in both kitchens) & trash cans lined
 - All soiled dish towels put in the proper receptacle for cleaning
 - Counters, sinks and equipment cleaned
2. **Do not** leave leftovers in the refrigerator.
3. Paper goods are only provided for MacArthur Park Church of Christ Ministry events.
 - Use open containers first
 - Report low supplies of paper items to kitchen coordinator or church office
 - Only use what you need
 - Do not remove paper goods from building

Teachers' Resource Center

The resource center is designed to support our educational ministries. Paper, equipment and supplies for the resource center are purchased to support these ministries. Other uses are strictly forbidden. The copier in the resource center is for ministry use only.

Please pick up all trash and return papers and equipment to the proper place after using the Teachers' Resource Center

Library & Tech Lab

The church library is for use of members and visitors. All books and resources must be properly checked out.

The computer Tech Lab is designed to support many ministries. A Tech Lab ministry coordinator or staff member should be onsite while the tech lab is in use.

The Library and Tech Lab are to remain locked when not in use.

Non-Church Function Policy

All event scheduling must be requested in writing.

All non-church function events must be approved in advance by staff.

1. Adult supervision by a MacArthur Park member is required at all times.
2. Individuals/groups using the facility are responsible for its condition.
 - A. The person making the reservation is responsible for replacement or repairs of all damage to facilities or equipment.
 - B. Regardless of the event, the person making the reservation is responsible for any required set-up of chairs, tables and general cleanup after the event. They are responsible for returning the facility to its regular state.
3. MacArthur Park Church of Christ regularly scheduled activities and formal ministry activities have first priority. No non-church event may be scheduled earlier than six months prior to event date.
4. Church supplies may only be used for church activities (paper goods, plasticware, table covers, etc) All non-church functions must provide their own resources.
5. All building use policies apply to non-church function activities.
6. See the fee table for usage for activities. Any change or waiver of fee must be requested in writing. A security deposit is required.
7. Entry cards and keys must be returned to the church office on the first workday after an event.
8. You will be notified of the status of your reservation request within ten days of the request by the church office. Additional information may be requested about your event.
9. A full description of the activities may be required. Proof of event &/or liability insurance may be required.



Wedding Policy At The MacArthur Park Church Of Christ Facilities

All event scheduling must be requested in writing. All wedding events must be approved by the church staff

Weddings must comply with all building use guidelines in addition to the information below:

Premarital Conference

The bride and groom must make their own arrangements for a minister to conduct premarital conferences with them. This should be done at least sixty days in advance.

Officiating

The ceremony must be officiated by a minister or elder of the Church of Christ.

Ladies Closet Ministry

The Ladies Closet Ministry has decorations and many wedding and anniversary supplies. Reservations may be made through their ministry coordinator. The Ladies Closet Ministry is for use of MacArthur Park Church of Christ members only.

Wedding Guidelines (in addition to general building use guidelines)

- The throwing of rice is prohibited in our building or on our parking lot
- No alcoholic beverages, illegal drugs or smoking is allowed
- Florists are required to use dripless candles in our facilities. Candles must be placed in a candelabra or other designed holder to prevent dripping on the floor. The wedding party is responsible for any carpet cleaning or replacement cost incurred from non compliance
- Let your music be in good taste for the ceremony and reception. **Please complete the wedding music form at least forty days prior to your event. You will be notified of approval or changes.**
- The furnishings may be removed from the stage area for a wedding. Arrangements need to be made to have this done by the MacArthur Park custodial staff. Please do not remove plants or furnishings without the custodial staff
- The nursery is not available during weddings
- Arrangements need to be made to receive catering and floral deliveries. The church office staff is not responsible for assisting in the preparations
- The A/V booth in the auditorium must be staffed by an approved A/V technician. This room controls lighting, sound and video in the auditorium



Facility Usage Fee Schedule For Non-Church Ministry Events

Description	Fee	Deposit
Key Deposit (required for all outside events)	\$100.00	Returned upon scheduled surrender of keys
Non-Church Event Usage : Auditorium	\$500.00	\$200 deposit required Payment in full 7 days prior
Non-Church Event Usage: A/V Booth Usage* MacArthur Park A/V Technician Required - Must check availability	\$100.00	\$50 deposit required Payment in full 7 days prior
Non-Church Event Usage: Small Kitchen	\$100.00	\$50 deposit required Payment in full 7 days prior
Non-Church Event Usage: Fellowship Hall	\$250.00	\$100 deposit required Payment in full 7 days prior
Non-Church Event Usage: Classrooms	\$50.00 each	Payment in full 7 days prior
Additional Janitorial Fee (add for Saturday night events)	Add \$100.00	
Excess Clean-Up Charges (if conditions merit)	\$25.00 per hour	Charged if facilities are NOT returned to original condition
*A/V Operator's Fee (on site) \$15.00 per hour	\$15.00 per hour	Must be paid in advance To church office





MacArthur Park Ministry— Facility Usage Request

Request Form Also Available Online At www.macarthurchurch.org

Requests may be called to the church office at 824.7301 x232 during regular office hours.

Ministry: _____ Ministry Chairman/Deacon: _____

Person Responsible for Event/Activity: _____

Email Address: _____

Daytime Phone: _____

Date Requested: ____/____/____ Times of Event: ____ am/pm to ____ am/pm

Set-up date requested: (if needed) ____/____/____ Time of Set-up: _____

Description of Event: _____

Estimated Attendance: _____

Room(s) Requested:

Auditorium

Small Kitchen

Main Kitchen & Fellowship Hall

Meeting Room (adjacent to Small Kitchen)

Classroom (s): _____

Comments:

Office Use Only:

Date Received: ____/____/____ Received By: _____ Status: _____

Posted On: ____/____/____ Posted By: _____



MacArthur Park Ministry— Outside Usage Request

Please Read All Guidelines Carefully. This request will only be processed if form is completely filled out.

Date (s) of Activity: ____/____/____ to ____/____/____

Times of Activity: _____

Person Responsible for Event/Activity: _____

Email Address: _____

Daytime Phone: _____

Description of Event: _____

Estimated Attendance: _____

Room(s) Requested:

- Auditorium
 - Small Kitchen
 - Main Kitchen & Fellowship Hall
 - Meeting Room (adjacent to Small Kitchen)
 - Classroom (s): _____
- _____

I have received a copy of the MacArthur Park Church of Christ Building Use Policy and have reviewed it in full. I hereby agree that my event will comply with all guidelines outlined in this document and I agree to pay the appropriate fees.

____/____/____
Date

Signature

Office Use Only: Date Received: ____/____/____ Received By: _____ Status: _____
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Wedding Request Attachment (attach to Outside Usage Request Form)

Date of Wedding: ___/___/___

Bride's Name: _____ Age : _____

Bride's Address: _____

Bride's Email: _____

Bride's Phone Numbers: _____

Bride: Member of what church? _____

Groom's Name: _____ Age: _____

Groom's Address: _____

Groom's Email: _____

Groom's Phone Numbers: _____

Groom: Member of what church? _____

Minister/Elder Officiating Wedding: _____

Minister/Elder Home Church: _____ Church of Christ — _____

Date and time requested for rehearsal: ___/___/___ _____

Date and time requested for reception: ___/___/___ _____

___ Bride or ___ Groom will be responsible for making deposits and for the payment of fees

Please Read All Guidelines Carefully. This request will only be processed if form is completely filled out.

Office Use Only:

Date Received: ___/___/___ Received By: _____ Status: _____

Routed: Staff: _____ Chmn of Elders: _____ Office: _____

Posted On: ___/___/___ Posted By: _____



**A/V Operator Request — On Site
(attach to Outside Usage Request Form)**

Name: _____

Cell Phone: _____ Event: _____

Date Needed: ____ / ____ / ____

Times Needed (minimum of 3 hours pay): ____ to ____ # of hours: _____

Date Needed: ____ / ____ / ____

Times Needed (minimum of 3 hours pay): ____ to ____ # of hours: _____

Needed:

___ Lighting ___ Music Playback ___ Microphones/PA ___ Video Projection ___ Other

Total # of hours _____ @ \$15.00 per hour (3 hour minimum per day) = \$ _____

Make check payable to: _____

**We will notify you if an operator can be present for your event.
Every effort will be made to schedule an operator prior to your event.**

Please Read All Guidelines Carefully. This request will only be processed if form is completely filled out.

Office Use Only:

Date Received: ____ / ____ / ____ Received By: _____ Status: _____

Routed: Staff: _____ Operator Scheduled: _____

Posted On: ____ / ____ / ____ Posted By: _____



Wedding Music Form

Please Return At Least Forty Days Prior To Event To Allow For Proper Review. You will be notified of approval or requested changes.

Date of Wedding: ___/___/___ Wedding of: _____

Type Of Music Used: ___ Acapella Taped ___ Acapella Live ___ Instrumental Taped ___ Instrumental Live

If Live Music, please name the musicians: _____

If Live Instrumental, please list the instruments being used: _____

Please List The Songs Being Used:

Name:

Artist/Composer:

A MacArthur Park Sound Technician Must Be On Site To Use The Sound System In The Auditorium.

All equipment (instruments, stands, etc) must be removed from the building the same day of event.

Office Use Only:

Date Received: ___/___/___ Received By: _____ Status: _____

Routed: Staff: ___ Chmn of Elders: ___ Office: _____

Posted On: ___/___/___ Posted By: _____