

LAKWOOD CHURCH OF CHRIST FACILITY USE POLICY SHEET

God has blessed the Lakewood Church of Christ (LCOC) with wonderful facilities. We understand that from time to time, our facilities will be required for various events by members and the general public. In order to help you determine whether our facilities will fit your needs, this policy provides all policy related information concerning the use of our building.

General Building Use Policies

- Above all, our facilities are a house of worship used to glorify God. Those evaluating your request for use of our facilities should take this into consideration.
- Building use is approved at the discretion of the LCOC leadership and / or secretary.
 - The leadership is defined as Lakewood’s shepherds, ministers, and others designated by these two groups.
- Lakewood and its leaders reserve the right to modify any of the policy information at any time. Lakewood also reserves the right to refuse services or facility use.

Definitions, Fees, and Coordination

- Use of our facilities is provided free of charge with no deposit to active members of the LCOC.
 - Active members are considered Christians who have placed themselves under the leadership and who have attended regularly within the last 6 months.
- Both inactive members and non-members will be charged a deposit in the amount of \$150 for building use. This deposit will be returned if it is determined the facilities have been returned to their original state after use. This deposit is solely to cover the cost of cleaning, electricity, and water use if the building has not been returned to its original state.
 - Inactive members are considered to be those Christians who have placed themselves under the LCOC membership but have been inactive within the last 6 months at the time of facility request, attending less than 8 services.
 - Non-members are considered to be those who do not fall under the category of “member” or “inactive member.”
- The event date, time and necessary rooms will be coordinated with church secretary ([281-424-9513](tel:281-424-9513)).
 - The church calendar will take priority, then active members, and then inactive/non-members

- All facility use arrangements are to be made by an adult (defined by LCOC as 21 years or older). This adult will serve as “point of contact” and will be liable for any damage occurred during the event.
- Arrangements for when you can put up decorations must be made with the office to insure no conflict with other events. For more information, see the LCOC “Rules for Setting Up and Cleaning Up.”
- Access to the facilities will be coordinated with the church secretary or a designated deacon.
- At least one member of the Lakewood congregation is to be present at all times during the use of our facilities.
- The building must be returned to "normal" conditions as quickly as possible (evaluated by a LCOC minister, shepherd, or attending member). All areas used must be cleaned and returned to its normal state.

Media Use Policy

- If sound/projection system is to be used, they must have a LCOC member who has been trained work the system. The minister, church secretary, or deacon of A/V can help you find an approved individual to run this.
- Music / Audio / Video must be appropriate and tasteful for a house of worship. Music is to be provided in CD, MP3 or WAV format at least 48hrs in advance to the service. Video must be provided within the same time frame and must be in DVD or WMV format (AVI is possible but not recommended).
 - A minister or shepherd of LCOC **must approve** of any and all music, pictures and video before the event. If secular (non-Christian) music is used, the artist, song title, and lyrics must be provided for inspection.
 - In evaluating its appropriateness, lyrics, tone and overall message will be taken into consideration. *Foul language will not be tolerated in any part of the event.*
 - If any music or video is not approved, you may resubmit a second attempt if there is time.
- If there are any questions of appropriateness for any part of the event (speech, audio, video, etc), it is helpful to ask yourself if it would be appropriate for a worship service. If the answer is "no," there is a good chance that will be the answer given.

Additional Facility Policies

- Do not use tobacco (including e-cigarettes), alcohol, or drugs on any part of the LCOC property.

- All event activities taking place on a Saturday evening needs to be concluded by 10:00 p.m. unless special permission has been granted.
- Those in charge of any event (wedding party, point of contact, etc) agree to take care of all set-up, movement and return of furniture.
- If for any reason a rule within this policy is disregarded by those using the building; LCOC maintains the right to stop the event and dismiss all participants while holding onto the deposit.
- Any damage that occurs to LCOC property or items must *immediately* be reported to _____.

Rules for Setting Up and Cleaning Up

(Give a copy of this information to the florist, caterer and any other group involved in set-up or clean-up)

Set Up Policy

- **When to Decorate:** The times that the buildings are available for decorations depend on the day of the week and the date of the event. On a usual week, you could begin to prepare for a Saturday event on Friday morning, but this can vary. Other days of the week would have other times for decorations; which must be worked into our normal use. Contact the office to make certain that you know when the buildings will be ready for decoration.
- **Heavy furniture items:** LCOC will take care of the moving and return of the communion table, pulpit and a few other furniture items. Do not move the pulpit or communion table without assistance from a LCOC shepherd, minister, deacon, or its secretary.
- **All other furniture:** All furniture (except the heavy items mentioned above, communion table, pulpit, etc.) must be returned to the place it held before the wedding activities. This can be complicated. The group cleaning up needs to know what was moved when the rooms were set for the wedding activities.
- **Custodians:** When LCOC has a custodian on duty for parts of the event, he/she will normally be there only to help direct on matters of lighting, air conditioning, etc. Special financial arrangements can be made between the event party and the custodian to help set up or clean up; the regular fees do not cover these.
- **Care of the furniture and buildings:** Do not deface furniture, walls, etc. when attaching flowers or other decorations. Do not tack anything. Ask someone, if you do not know what to do.

- Candles: Cover the carpet and furniture underneath all candles. They often drip, especially when the air conditioning is on. Candles start fires! Keep them away from anything flammable. Decorations near candles (including clothes) are especially at risk and dangerous! Decorations wrapped around candles have caught fire during ceremonies here. Use fire retardant materials only around flames.

Clean Up Policy

- Clean up before the next event: All cleaning up needs to be done well before our next event. This would include our normal worship times plus any other special activity. The office will advise you about the next event.
- Porches & sidewalks: Sweep and clean up. If wedding is performed, you must sweep the rice, birdseed, ribbons, etc. from all porches and sidewalks.
- Trash: Take trash to the trashcans located outside the kitchen door by the stairwell.
- Restrooms: Check all restrooms in the buildings used, even the ones you did not think anyone would use. Flush toilets, sweep floors and take away trash.
- Fellowship Room / Kitchen: All tables must be wiped and cleaned before storing. Tables and chairs must be arranged in their original way following your event. Kitchen counters, sinks, etc must be cleaned after use as well. *You must provide your own cups, plates, trash bags, etc at your own expense.*
- Door locks: Check all doors, even those you did not intend to unlock.
- Keys (if applicable): Return the keys within 24hrs of your event or the next business day. An allen wrench is used to lock crash-bars in an open/closed position.
- IMPORTANT: Failure to properly clean up may incur a fee since our janitor would have to clean up the mess. If you would like to pay our janitor to clean up after the wedding, let us know and we will contact him. The fee and whether he accepts the job will be at his discretion.

Wedding Specific Policies

LCOC Definition of Marriage

- LCOC follows the Scriptural idea of marriage that defines marriage as the union of one male with one female before the throne of God. Therefore, LCOC only allows a wedding between one male and one female to take place in its facilities. While a minister may act as an officiate on behalf of the state of Texas, this is only secondary as any marriage performed in the LCOC facilities are seen as a worship service and commitment before God.

Officiate and Premarital Counseling

- Our ministers are available at their discretion to perform your marriage vows. You must communicate with your chosen minister concerning their fee.
- All marriages performed at the LCOC facilities must follow at least 8 hours of premarital counseling with one of our ministers or an approved counselor/minister. If our ministers are not available, they will be happy to refer you to a counselor. If another has provided your premarital, please provide the name and contact of your counselor or minister who provided the services.
- **Officiant and Counseling Fees**
 - Premarital Assessment: \$35
 - Officiant Fee: variable

Making a Reservation

- All wedding parties must call or write the office to check available dates for weddings. Active members can make a firm reservation 6 months in advance. Inactive members and non-members can make a firm reservation only 4 months in advance. Feel free to call before this time to check on dates to see possibilities on the church calendar. We can try to keep your dates in mind as we schedule our other events, but there will be no confirmation of any date earlier than the times mentioned above.
- *The church office will send you a copy of this document and other important information as soon as we hear about your wedding. These sheets are not a confirmation of your dates.*
- LCOC does not provide any printed material for wedding ceremonies.
- What do you need to do before your date is confirmed?
 - Read all the information we send you and make sure that your wedding plans will fit within our policy rules.
 - Fill out the “Wedding Information Sheet” and return it to the office.

- Minister performing wedding if he is not from LCOC (include religious affiliation if not one of our ministers)
- The deposit, media fee, and building use fee for the wedding must be at the office prior to date confirmation. Cash, credit, cashier's check, and money orders accepted at the office to reserve date.

Associated Fees (non-members or inactive members)

- Event Deposit Fee (refundable if building returned to normal): \$150
- Building Use Fee (daily & non-refundable): \$50
- Janitorial (if applicable): \$15 per hour
- Media Use Fee (daily): \$50

Funeral Specific Policies

No words can ease the pain of losing a loved one. While we cannot immediately heal the hurt that you feel, we know comfort can often come from holding your services in a house of Christian worship. Below you will find the policies and other helpful information for using the Lakewood Church of Christ (LCOC) facilities during your time of loss.

Funeral Officiate

- Our ministers are available, at their discretion, to perform the service. If someone other than one of our ministers or shepherds will be giving the eulogy/sermon, you must inform LCOC of this upon request for use of our facilities (we need to know the minister's name, home congregation, and religious affiliation).
- We do not provide any printed material for the funeral—the funeral home and director normally provides it. We also do not provide a nursery or parking/traffic assistance.

What We Need From You

- Name of Deceased
- Contact information (Name, phone, relationship) for family member in charge of funeral arrangements.
- Funeral home information (name, address and phone) and contact (Funeral Director).
- Family contact address and phone number. Number of Family Members.
- Location of Family Hour/Viewing and Schedule
- Date & time of service coordinated with church secretary.
- Location of cemetery and whether there will be a grave side following the funeral.
- Minister or speaker for the funeral (include religious affiliation if not one of our ministers)
- Who will be doing the following (if applicable):
 - Scripture Reading(s), Prayer(s), Song Leading/Singing, Pallbearers / Honorary Pallbearers, any additional speaking parts, etc.

Funeral First Things To Do

- Find the speaker as soon as possible, contact our office if you prefer one of our ministers or shepherds
- Contact the deceased's employer and your own employer

- Inform family members and friends regarding the death of your loved one.
- If children are in school, notify the school
- Choose a funeral home and cemetery plot. Choose the location of your funeral services (if applicable).
- Begin gathering stories, memories, memorabilia, and other things for the funeral

AGREEMENT

Building Use, Setup & Cleanup, Wedding, and Funeral Policies

My signature below acknowledges my understanding of Lakewood Church of Christ (LCOC) policies and my willingness to abide by these policies and any additional policies as set out by LCOC. Furthermore, I consent to the holding of my deposit and other fees if any part of this policy or additional policies are broken. I acknowledge I may be billed for any damage to LCOC property and items caused by any participant in my event. I agree to hold LCOC harmless of any and all injury to myself, family, or guests in addition to holding LCOC harmless of any theft or damage to my personal, rented, or borrowed items and property for the event.

Signature

Date

Printed Name

Phone Number