

## Facility Usage Policy & Procedure

### RESERVING THE FACILITY

In order to reserve any part of the facility, you must fill out the Request for Facility Use Form. You can obtain a copy of the form from Epworth's Church Office, request the form via email by emailing [facility@epworth.info](mailto:facility@epworth.info) or complete it online at [www.epworth.info](http://www.epworth.info)

### AVAILABILITY

The facility is generally available anytime for ministries of Epworth United Methodist Church however for non-church related events the facilities are available:

**Monday – Friday:** All day except the West Wing Life Center & East Wing Fellowship Hall which are available after 5:30 p.m.

**Saturday:** All day before 9:00 p.m.  
Special provisions by the Senior Pastor can be granted beyond 9:00 p.m. on a case by case basis.

**Sunday:** 1:00 p.m. to 9:00 p.m.

**Epworth United Methodist Church reserves the right to cancel any non-ministry related event up to 90 days due to unforeseen circumstances. If the event cannot be rescheduled any and all fees will be refunded. After 90 days we retain the right to request an event be rescheduled. If an event must be rescheduled due to our request, you will be given a 50% discount on the facility rental fee. Weddings are exempt from being rescheduled, when the facility is reserved, the date will remain secured.**

## **AVAILABLE AREAS & EQUIPMENT**

### **WEST WING LIFE CENTER**

The Life Center has seating for 150 people which include round or rectangular tables. This space also includes a screen, projector and an audio system. The audio and video system can only be used by an Approved A/V volunteer or a staff member for an additional fee. The Sound system can play CD's (both professionally and custom burned) and the computer can facilitate DVD's, PowerPoint and MediaShout presentations with a wireless remote.

### **WEST WING LIFE CENTER KITCHEN**

The West Wing Life Center Kitchen has commercial equipment to facilitate (large capacity ice machine, convection oven, gas stove, ovens and a commercial dishwasher for both large and small gatherings). The kitchen is stocked with all the necessities to facilitate a meal.

### **EAST WING FELLOWSHIP HALL**

The East Wing Fellowship Hall seats 120 people which include round or rectangular tables. This space also includes a screen, projector and an audio system. The audio and video system can only be used by an Approved A/V volunteer or a staff member for an additional fee. The Sound system does not have the ability to play CD's. The computer can facilitate DVD's, PowerPoint and MediaShout presentations with a wireless remote.

### **PARLOR**

The Parlor in the East Wing seats 35 people and may include round or rectangular tables.

### **LIBRARY**

The Library in the East Wing seats 20 people and includes a U shape sectional of tables to facilitate meetings.

### **CHAPEL**

The Chapel in the West Wing seats 50 people and has stationary pews, piano, organ and a movable pulpit, and a sound system.

### **SANCTUARY**

*See wedding policy.* Sanctuary use for non-weddings must be coordinated directly with the Executive Pastor in accordance with the wedding policy.

### **PORTABLE SOUND SYSTEM**

A two speaker portable sound system with two microphones with a CD player.

*Note:* This system is located in the Chapel and may be used in other locations in lieu of East and West Wing Systems that require an Approved A/V volunteer or a staff member.

### **PORTABLE 50" FLAT SCREEN TELEVISION**

An HD 1080p flat screen television comes on a cart and has a blue ray/DVD player. The television has composite, component, VGA, and HDMI input connections.

<b>FACILITY USAGE FEES</b>
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The facilities of Epworth United Methodist Church are available to all of the Epworth ministries at NO CHARGE for usage or setup/tear down. Ministry leaders are expected to coordinate cleaning after usage.

Members of Epworth may use the facilities of Epworth for private events and to sponsor non-profit events at no charge upon agreeing to (1) Return the space to its original condition, (2) Setup and tear down without the assistance of staff, (3) Clean the space as outlined on the application for reserving, (4) Open and secure the building by an approved staff or volunteer. If you will need assistance with setup/tear down, floor cleaning or opening and securing the building please see applicable fees.

<b>SERVICE OR AREA</b>	<b>MEMBERS</b>	<b>NON-MEMBERS</b>
Custodial Assistance Mon—Fri. 8:00 a.m. to 3:00 p.m.	\$35.00 If Needed	\$75.00 <b>Required</b>
Custodial Assistance Mon—Fri. After 3:00 p.m. Sat—Sun. All day	\$75.00 If Needed	\$85.00 <b>Required</b>
West Wing Life Center	FREE	\$100.00
West Wing Life Center Kitchen	FREE	\$50.00
East Wing Fellowship Hall	FREE	\$75.00
Parlor	FREE	\$50.00
Library	FREE	\$50.00
Deposit	None	\$100.00
A/V Assistance For East & West Wing A/V Systems	\$25.00 per hr per tech 2 hour min.	\$30.00 per hr per tech 2 hour min.
Portable Sound System	FREE	\$25.00
50” HD 1080p television and blue ray/DVD player	FREE	\$25.00

**PAYMENT & DEPOSIT**

For non-members, a \$100.00 refundable deposit is due at time of reservation in order to hold your date. The facility usage fee must be paid in full one week prior to the reserved event. No exceptions. There will be a \$30.00 fee assessed for all returned checks.

**CANCELING & RESCHEDULING**

Events that must be cancelled or rescheduled should be coordinated by the Executive Pastor.

Events cancelled by members will not incur a cancellation or rescheduling fee.

Events cancelled or rescheduled by non-members will receive a full refund, less a \$50 administrative fee.

## **AUDIO / VIDEO**

An Epworth Approved A/V Technician is required for all events hosted by members and non-members where the use of the East and West Wing A/V Systems are requested. Based on the scope of your event, more than one technician may be required. Setup and sound checks must take place during the time for which the Approved A/V tech is paid. A/V Techs availability is not guaranteed, when requested their availability must be confirmed on a case by case basis.

## **FOOD AND BEVERAGES**

Alcoholic beverages are not allowed on the premise of Epworth United Methodist Church. No food or drink shall be brought in or through the Sanctuary.

## **DECORATIONS**

The Executive Pastor must approve decorations in advance and locations to be decorated or modified.

- Painters' tape is to be used on wall and ceiling surfaces
- No decorations are to hang from any fire sprinkler at anytime

## **ADDITIONAL INFORMATION**

No deliveries will be accepted by Epworth Church Staff for an event. Customers must bring all items with them at the time of set-up.

Visitor safety and access to public areas must be maintained during set-up and during the event.

Strict adherence to the maximum capacity is enforced in compliance with fire regulations.

Both members and non-members are liable for all damages incurred. Damage claims must be resolved within two weeks of the event. Epworth United Methodist Church reserves the right to determine the amount of any and all damage claims, pending estimates for repairs and replacements.

All events for minor children require a minimum of 2 adults with children and maintain compliance with Epworth's Safe Sanctuary policy.

Members and non-members should only access the parts of the facility that they have rented. Other parts of the facility should be considered off-limits and should be monitored that they stay secure.

Epworth United Methodist Church reserves the right to change the Facility Usage Policy without notice. Details about cleaning expectations, supplies and equipment are included on the Reservation Confirmation Receipt.

### **Additional questions:**

If you have any other questions contact Rev. Garrett Drake  
Phone: 405-224-3320; (Tue.–Fri. from 8:30am – 5:30pm)  
Email: [facility@epworth.info](mailto:facility@epworth.info)