

Facility Use Policies

General Purpose and Use

The primary purpose for the facilities of Oxford United Methodist Church is the fulfillment of the mission of our congregation:

*The mission of Oxford United Methodist Church is to love God, love people,
and faithfully minister to human and spiritual needs in our community and beyond.*

The ministry of our congregation requires the use of our facilities throughout the week. Requests for use of the facilities by non-church organizations and non-member weddings shall be considered only when such use does not pose a conflict with use by the congregation and does not conflict with our mission statement.

The use of the Sanctuary is limited to services of Christian worship and ministry.

Reservation of Space:

On-Going Ministries:

All on-going ministries of Oxford United Methodist Church must calendar the regular use of space through the church office – reserving all rooms needed for ministry. Available spaces for on-going ministries will be reserved on a first-come, first-served basis. Completing a Facility Use Application with contact information for your ministry is crucial for reserving space.

All Other Requests for Space:

In order to request the use of space at Oxford United Methodist Church, an individual or an organization's representative must first complete and return to the church office the *Application for Facility Use* and include a check for the Reservation/Security fee. This reservation payment is applied to the Janitorial Service fee if there is *no damage to the facilities and the key(s) are returned*.

Members may reserve space up to one year prior to an event. Non-members may reserve space up to 6 months prior to an event. Every effort will be made to fulfill requests for space. However, in all cases the work and ministry of Oxford United Methodist Church supercedes all reserved space.

Fees Associated with Facility Use:

A Fee Schedule for Facility Use outlines all fees for members and non-members. Payment of a Reservation/Security Fee must be made to reserve the space. (See above.) All other fees must be received in the church office **ten working days in advance** of the use of the space.

Keys:

When it is necessary to obtain a key to the building, the individual or organization's representative shall make arrangements to pick up a key from the church office, during church office hours, no more than 3 days prior to use of the space. (OUMC Office: 919-693-4091)

All exterior doors are to be locked any time the building is vacated.

The key must be returned to the church office, during church office hours, within 72 hours of the use of the building, and there must be no damage to any room, feature, fixture, or item of furnishing in the building.

General Building Information:

Oxford UMC prohibits smoking, alcohol products, weapons and animals (with the exception of service dogs) on site and in our buildings.

The use of the kitchen by non-member weddings and by outside organizations is limited to food warming and serving only. The kitchen is not available for food preparation. Non-member weddings and outside organizations are expected to provide their own utensils, serving implements, and dinnerware.

Tape, tacks, pins, nails, or any other material that might cause damage are not to be used to attach decorations to walls or other furnishings in any building.

Those reserving any part of OUMC's facility are responsible to provide copies of the *Facility Use Policies* to all persons and companies contracted to provide any service in the building(s).

The maximum capacity for dining in Fellowship Hall: Concentrated chairs only- 351, Tables and chairs-164.

Facility Use Policies Weddings

Weddings in our tradition are first and foremost a service of worship. Therefore, the liturgy and music to be used must be ordered in conjunction with the Oxford UMC pastor and the Minister of Music.

All weddings held at Oxford UMC must be approved by the pastor of OUMC. All weddings are preceded by several sessions of marriage counseling determined by the pastor. Pre-marriage counseling sessions are scheduled by the pastor of OUMC in consultation with the couple.

Officiant(s)

The pastor of OUMC will customarily officiate at weddings at Oxford UMC. When a co-officiate is requested the pastor of OUMC approves and invites that pastor and determines the role of the co-officiant in the service.

Music and Musicians

All music should be theologically appropriate to a Christian Service of Worship. Guest organist/pianist must be approved and invited by the Minister of Music.

General Information

The Wedding Coordinator arranges for entrance into the church on the wedding day – usually no more than six hours ahead of the wedding.

After the wedding (and reception, if applicable) all family and guests are expected to vacate the facility in a timely fashion for clean-up to begin.

Because of the danger of slipping on the sidewalks, rice and bird-seed may not be thrown. Likewise, flower petals or other decorative items may not be thrown in the aisle of the Nave.

Animals are not permitted inside the building, except service dogs and those used to assist the visually-impaired.

All Oxford United Methodist Church buildings and grounds are designated as non-smoking.

Sanctuary, Furnishings, Decorations

Sanctuary furnishings, including the cross and candle sticks are not to be moved or removed.

Paraments on the pulpit and Communion table will be changed to the appropriate color (White) by OUMC's Altar Guild.

No floral arrangements may be placed on the Communion Table.

Tape, tacks, pins, nails, or any other material that might cause damage are not to be used to attach decorations to pews or other furnishings in any building.

The use of candles in the Chancel, in addition to the altar candles, is not usually necessary. Any candles that are used must be dripless, with appropriate care taken to protect the floor from dripping candle wax.

Sound and Lighting

Adjustments shall not be made in the lighting system or sound system without the permission and guidance of the Minister of Music or Sound Technician.

The OUMC sound system is run only by a church sound technician. If sound is needed beyond the pastor's basic microphone the wedding party is to pay a church sound technician.

Those reserving any part of OUMC's facility are responsible to provide copies of the *Facility Use Policies* to all persons and companies contracted to provide any service in the building(s).

Food and Drinks

Alcohol products and weapons are prohibited on OUMC property and buildings.

The church wedding coordinator is to be in consultation with all caterers who are contracted to provide services in the building at least **ten working days prior** to the reception.

The use of the kitchen by non-member weddings and by outside organizations is limited to food warming and serving only. The kitchen is not available for food preparation. Non-member weddings and outside organizations are expected to provide their own utensils, serving implements, and dinnerware.

In addition to these written policies, those who use the building are expected to comply with any additional directions provided by the Wedding Coordinator or Oxford United Methodist Church Pastor.

Photography and Videography

Set-up of cameras and all other recording equipment must be approved by the Pastor of Oxford UMC. No flash photography is allowed during the ceremony.

Videos can be made without the addition of any extra lights. Care must be taken not to interfere with the sight-lines of any guest. Please arrive in ample time to insure adequate and safe set-up of all equipment before the wedding.

Pictures of the wedding party and the Pastor may be made either before or after the ceremony.

Photography - Flash photos **are not permitted** at any time after the processional begins.

Adjustments shall not be made in the lighting system or sound system without the permission of the Minister of Music or Sound Technician.

Ladders may not be used in the sanctuary or other parts of the building. Standing on furniture or any fixture in the building is strictly prohibited.

Videographers and photographers who require the use of electrical cords, or other cords, that extend for more than two feet across the floor must secure the cords to the floor. Duct and electrical tape may not be used on any surface in the church; gaffers tape or a strip of pliable carpet may be used, minimizing any trip hazard.

Questions about photography or videography may be directed to the Wedding Coordinator and/or Pastor.