

SWOSU Wesley Foundation Facilities and Procedures Manual

Facilities and Procedures Manual

SWOSU Wesley Foundation
817 N. 7th Street, Weatherford, OK 73096
580-772-5511 | thewesleyatswosu@gmail.com

Purpose

Welcome to The SWOSU Wesley Foundation! The Wesley is a United Methodist Campus Ministry in the Oklahoma Annual Conference serving all of the students, faculty, and staff at Southwestern Oklahoma State University in Weatherford, OK.

The Physical facilities of The Wesley are available for the use of those groups or entities whose mission is consistent with the service of Jesus Christ. The Wesley's policy is to allow the use of ministry facilities to enhance the work of The Wesley and its outreach and witness to the community, often through worthwhile civic and charitable organizations.

As a campus ministry, we believe in making full and generous use of these facilities for members of our ministry and for members of Christ's world in our area. Through your use of this building, we hope to:

- Increase your knowledge and Love of Christ
- Expand your spiritual and mental growth
- Develop young adults into leaders
- Strengthen family life
- Develop friendships

On the following pages, you will find the minimal requirements for use of each separate area of our ministry's facilities. Please approach our rules with respect. We want to enjoy many years of worship and fellowship in our building.

General Rules for All Areas

1. Alcoholic beverages, illegal drugs, and firearms are prohibited in the building and on the grounds.
2. Smoking and chewing tobacco along with electronic cigarettes and vapes are prohibited in the building.
3. Defacing and vandalizing ministry property is prohibited.
4. Profane language, abuse of others' rights, and disruptive actions will lead to expulsion from the property.
5. Participants at functions must stay in assigned areas.

Care of the Building

We want to use the beautiful facility wisely that God has allowed us to build. To encourage proper care of it, the Board of Directors requests that you abide by the following requirements:

1. When you wish to display announcements, artwork, posters, etc., the Board requests that you use tack strips, picture rails, permanent-type bulletin boards, or tripods (easels) for display. Do not use tape or putty that leaves stains on the wall surfaces and woodwork.

2. In general, no food should be left open in the building or in the refrigerator. Should opened food be left for future use, it must be labeled with the date and the container contents. Except for condiments, food in the refrigerator from your group/organization/event is to be disposed of.
3. Food and drink (with the exception of communion elements, altar/worship items, bottled water, and infant feeding) should never be taken into the Chapel.
4. Ministry leaders, such as the Student Leadership Team, Executive Director, or other designated persons, should use discretion when serving food and beverages in areas of the facilities outside the Dining Hall.
5. All rooms used must be left in the same or in better condition than they were found.

Lending of Ministry Equipment and Furniture

No equipment or furnishings shall be taken from The Wesley for non-ministry use without prior approval of the Executive Director/Campus Minister or the Board of Directors. Sound and electronic equipment are not to be removed from The Wesley unless specifically approved by the Executive Director/Campus Minister.

All furnishings requested to be removed for non-ministry activities shall be first approved by the Executive Director/Campus Minister. It is imperative that the removal of the furnishings will not cause difficulties for scheduled ministry functions. The person signing out the furnishing does so with the understanding that they are responsible for its return in its original condition.

A security deposit of \$50 may be charged and will be refunded upon the return of the furnishings in good condition. Failure to return the borrowed items by the designated time and in good condition may result in forfeiture of the deposit and future privileges.

Kitchen and Dining Hall Use

1. Please keep the Kitchen and Dining Hall clean! If you use kitchen towels, please place them in the designated area. The kitchen checklist should be completed and signed at the end of your event and turned in to the Executive Director/Campus Minister.
2. Instructions regarding kitchen use and cleanup are posted in strategic places in the kitchen.
3. All kitchen silverware, and cookware should stay in The Wesley at all times.
4. Please check with The Wesley office staff before scheduling any event for the kitchen and Dining Hall.

Music and Sound Equipment

The Wesley has an electronic keyboard, drums, and sound system including microphones, speakers, CD and tape player, and televisions. Because of the sophisticated nature of this equipment, we require that one of our staff be present for any events during which any of this equipment is to be used.

Reservations

Reservations for use of ministry facilities may be made by contacting The Wesley office, and will be done on a first-come, first-serve basis. The request needs to be made by completing the facilities usage request and agreement form. Once the request form has been completed and approved by Executive Director/Campus Minister, the event, date & time, contact person & information, and group/organization shall be placed on The Wesley's calendar. Students who are active in The Wesley shall be given preference when conflicting reservations are requested.

One form is required for reservations, as follows:

1. A *"Facility Usage Request and Agreement"* is due no later than one (1) week prior to the event. If a deposit is required, then it needs to be delivered to the Executive Director/Campus Minister, or their designee, prior to the event.

The following priorities are established for the allocation of dates for facility use:

1. Funerals or memorials of SWOSU Wesley Foundation members
2. SWOSU Wesley Foundation events
3. District and Conference UMC organizations/functions/events
4. Other United Methodist Ministries or churches
5. Members of disaffiliated UM churches who wish to remain in the UMC
6. Ministries or churches of other denominations
7. SWOSU clubs, organizations, or groups
8. SWOSU Students, faculty, and staff
9. Charitable organizations
10. Incorporated not-for-profit organizations
11. Unincorporated groups or individuals who are not connected to SWOSU

All requests are subject to review and approval by the Executive Director/Campus Minister, or their designee. Availability will be determined by the Executive Director/Campus Minister, or their designee, with the right to refuse any request for facility or equipment.

All groups must have adequate adult supervision (someone 21 years or older consistent with Wesley's Safe Sanctuary Policy). This person(s) will serve as the contact persons(s) and will assume responsibility for the group.

All scheduled meetings/functions must be cleared by The Wesley office to avoid scheduling conflicts.

A funeral or memorial of a ministry member will take precedence over all scheduled events. Should a death of a ministry member occur, and The Wesley is needed for the funeral or memorial, a group holding a reservation will be notified as soon as possible.

Wedding Facility Use

All rules for other functions also apply to weddings, with the addition that any request for a wedding be made no later than two (2) months prior to the wedding taking place. In addition, the decoration of the chapel should be cleared with the Executive Director/Campus Minister, or their designee, to make sure of any schedule conflicts.

All decorations are to be removed within three (3) hours after the end of the service, leaving the chapel in its original condition. Additional time may be negotiated if there is no schedule conflict

with another activity. A custodial honorarium of \$100 is expected. Additional rooms for dressing will be offered prior to the wedding.

Fee Structure

Existing recommended “User Fees” may apply to all non-SWOSU or non-UMC sponsored groups. We ask that all fees be paid prior to the group’s meetings and must be delivered to The Wesley office in advance of the activity.

A security deposit of \$50 may be required in advance and will be available for refund if the facility is left in order. The deposit will be held until the event is over and the facility is inspected and then may be picked up at The Wesley office by the group contact.*

The security deposit is non-refundable after 30 days following the event. The Wesley must be notified of any cancellations three (3) days before the event, or the security deposit may not be refunded.

Room Used	Facility Use Fee *
Recreation Room	\$75
Kitchen and Dining Hall	\$100
Library	\$25
Chapel	\$50

* Fees include a \$25 custodial fee. If additional cleaning is required, \$10 per additional hour will be deducted from the deposit. The Executive Director/Campus Minister may waive “use fees” if they deem it appropriate.

*No SWOSU-associated club, organization, or group shall be charged a deposit or facility use fee. However, if the Executive Director/Campus Minister finds that any SWOSU-associated student, club, organization, or group, fails to honor the agreement to properly care for and/or clean their designated reserved space, the SWOSU-associated student, club, organization, or group, may be charged and/or billed the above-listed deposit and fees for future reservations, and/or have all future events canceled, at the discretion of the Executive Director/Campus Minister.

*SWOSU Students requesting reservations for private, non-SWOSU associated clubs, organizations, or groups may have all use fees and deposit charges waived, at the discretion of the Executive Director/Campus Minister.

NOTE: The Wesley cannot be responsible for personal items left on the premises, and The Wesley reserves the right to bill any person or group, SWOSU associated or otherwise, for any damage to the facilities, outside of normal wear and tear to the facilities, if the repairs for those damages exceed the deposit and facility use fees.

Groups Using Facilities Overnight

Mission teams, musical groups and other Christian organizations may use the facilities for up to a week as they do their Christian work, or as a stop in their journey to that work. It is the goal of Wesley to help support these Christian ministries with the appropriate use of our facilities.

A Facilities Usage Request and Agreement will need to be submitted. There is a use fee of \$2 per person, per night. Upon request, the fee may be waived, at the discretion of the Executive Director/Campus Minister, or their designee. If it is required, then the funds should accompany the "*Facility Usage Request and Agreement*".

A representative of The Wesley will meet the group upon arrival and will be the group's point of contact during their stay.

Guidelines for Group Overnights:

1. Females and males will sleep in separate areas of The Wesley and the group will follow The Wesley's Safe Sanctuaries Policy.
2. Detailed orientation regarding the building, and specifically the use of the kitchen, must be completed upon arrival at The Wesley.
3. All furniture must be returned to its original location 4. Facilities must be left clean and in good repair.
4. Any damaged or broken items must be brought to the attention of a Wesley representative as soon as possible and is the responsibility of the Group to make the necessary repairs.

Availability of Forms

Visual representations of the required forms are located at the end of this document.*

All required forms are available electronically either by contacting The SWOSU Wesley Foundation office at thewesleyatswosu@gmail.com or 580-772-5511 or you may find the required forms on our website: www.swosuwesley.org.

For more information, please contact The Wesley.

*The forms found at the end of this document are simply for your reference. All reservations MUST be made using the forms provided upon contacting The Wesley or found and submitted on our website. All forms MUST be submitted electronically and will not be accepted via printed copy.

NOTE: In case of natural disasters or other emergencies as declared by the Red Cross or governmental agencies, these rules may be temporarily suspended or altered in order to meet the needs of the emergency situation.

Facility Use Checklist

The SWOSU Wesley Foundation
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Before leaving, please confirm the area(s) you used are left in proper order. Please check to make sure the following is completed:

In the Area Used

- Thermostat: Do not reprogram thermostats.
- Tables and chairs arranged as found
- All spills, dirt, and marks cleaned from the floors and walls
- All lights turned off
- All doors closed
- All doors that you unlocked have been re-locked

Restrooms

- Clean – no trash on the floor, in sinks, or on countertops
- Toilets flushed
- Faucets turned off
- Doors closed

Kitchen

- Pots and pans, dishes, glasses, utensils, rags, and linens put away in designated areas
- Range burners, ovens, grill, and microwave all cleaned and turned off
- Refrigerator doors closed
- Excess food removed
- Trash removed from premises and placed in the dumpster
- Floors cleaned
- Countertops and appliance surfaces wiped clean

Chapel

- Television and soundboard turned off
- Lights are completely turned off
- Doors closed
- Furniture placed back into original location

I have checked all applicable items above:

Signature of User

Date

Daytime Phone

Group name: _____

Facility Usage Request and Agreement

USE PDF FORM FOR RESERVATIONS. THIS PAGE IS FOR INFORMATION ONLY



THE WESLEY
SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

FACILITY USAGE REQUEST & AGREEMENT

ORGANIZATION:

REPRESENTATIVE NAME:

REP. PHONE:

REP. EMAIL:

DAY & DATE(S) OF EVENT:

TIME OF EVENT:

IS THIS A RECURRING EVENT: YES NO

IF YES, WILL IT BE THE SAME DAY & TIME: YES NO

ROOMS YOU ARE REQUESTING: RECREATION ROOM CHAPEL DINING HALL LIBRARY

ARE YOU A SWOSU STUDENT OR ORGANIZATION AT SWOSU? YES NO

I FULLY UNDERSTAND THAT NO RESERVATION IS CONSIDERED MADE UNTIL THIS FORM IS RETURNED AS APPROVED AND SIGNED BY THE WESLEY EXECUTIVE DIRECTOR/CAMPUS MINISTER.

I UNDERSTAND AND AGREE THAT I HAVE READ AND WILL ABIDE BY THE SWOSU WESLEY FOUNDATION FACILITIES AND PROCEDURES MANUAL, AND THAT FAILURE TO DO SO MAY RESULT IN THE TERMINATION OF MY EVENT AND/OR THE TERMINATION OF ANY FUTURE EVENT.

IF I AM A SWOSU STUDENT OR SWOSU ORGANIZATION, I UNDERSTAND THAT THOUGH NO COST IS BEING CHARGED FOR THE UTILIZATION OF THE REQUESTED SPACE, ANY DAMAGE BEYOND NORMAL WEAR AND TEAR OF THE RESERVED SPACE MAY RESULT IN THE ENDING OF THE RESERVATION AND/OR THE REFUSAL OF FUTURE RESERVATIONS, AND/OR THE BILLING OF THE REQUIRED DEPOSIT, FEES, AND COST TO REPAIR DAMAGES.

IF I AM NOT A SWOSU STUDENT OR SWOSU ORGANIZATION, I UNDERSTAND AND AGREE TO PAY A DEPOSIT AND FEE OUTLINED IN THE FACILITIES AND PROCEDURES MANUAL.

WESLEY STAFF ONLY: APPROVED DENIED

ORGANIZATION REPRESENTATIVE
SIGNATURE & DATE

WESLEY DIRECTOR
SIGNATURE & DATE

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