

St. John Missionary Baptist Church

5700 N. Kelley Avenue

Oklahoma City, OK 73111

Phone: 405/478-3344 or Fax: 405/478-3648

Dr. M. L. Jemison, Pastor

Use of Building Handbook



December 1, 2021

Building Use Information

If you are planning a Christian meeting that requires a meal to be served, we hope you will consider our facilities, from a small meeting of only four or five people to a full banquet with 150 to 400. We request that the size of your attendance not exceed 400 dinners if possible.

After having your date confirmed first by the Church office, the Food Supervisor from the Social Department, Chairman will help you select the meal that best suits your taste and your budget. Please fill out the Building Request Form after you see if the Social Department is even available on that date and turn it in to the Administrative Secretary. For Church events, you should have your total amount **to be served one week prior to the event. Please do not give the number of the week of the event, allow yourself time to get the number of people you are looking to have attend.** This way the Social Department will be better prepared. We will only prepare for 10% above the number of people that was turned in one week prior to the event. **Therefore, we discourage the continuous sale of tickets at the door and the week of the event. Thank you for your total cooperation.**

Use of the Fellowship Hall

You may not use the kitchen to cook your food when you are renting the fellowship hall. The food will need to be already prepared/catered in. No dishes or any other items will be used from the kitchen. Please have your own burners/warmers etc. Please bring your own cleaning supplies, trash bags etc. The use of table and chairs will be allowed. Please have a cleanup team available as well as putting up the tables and chairs. Minimal use of the kitchen is permitted for cleaning.

General Use of Building or Classroom Space

We have beautiful classrooms and smaller meeting areas that can be used for meetings that will not last longer than two hours and have less than 30 people in attendance. The rental cost for these rooms is \$150.00 There is absolutely no food or drinks allowed in these areas. If you need a meeting room that will allow food or drinks, you will have to use the fellowship hall.

Funerals

Upon the loss of a relative, please notify the Pastor, the Church Office, Prayer Minister, Parrish Fellowship Leader and assigned Deacon, alerting them of your bereavement. All funerals will be performed by the Pastor unless otherwise assigned by him.

The planning of a funeral service requires patience and understanding. When the deceased is a member of St. John, we ask that the Church Staff assist the family with the planning of the service. The following steps should be observed:

1. Talk with the Pastor about when and where the funeral will be held.
2. Please call the church office to make sure the church is available on that particular date. Set up a time to talk to the Administrative Secretary regarding the service. Never list a person on the program before verifying that they will be able to perform the task.
3. If the program outline is done elsewhere, make sure that the church office has a copy of the program outline before it goes to the printer.
4. Be prepared to give an educated guess of how many family members will be at the repast. When the deceased is a member of St. John, we provide a dinner for the family in the Church Fellowship Hall immediately following the Funeral Service. (Please do not stretch the number far beyond the expected amount). We purchase food based on the count you give us.
5. There is no rental fee charged to St. John members for the use of the building for funerals or memorial services and no charge for the food.

All Rentals requires 50-% deposit to hold the area. The balance is due beginning of the week. **In the event of cancellation, the deposit will be forfeited. Final payment must be received five (5) days prior to the event unless special arrangements have been made.**

All funds should be given to the Administrative Secretary who will book the building for you.

Auxiliary/Special Programs/Community Functions

1. Auxiliaries will be responsible for setting up regular auxiliary meetings and functions.
2. A building form must be properly filled out and given to the Administrative Secretary in the church office. Forms are available in the church office.
3. The church will service church-wide programs with the help of a committee from your Auxiliary.
4. Community service organizations will only be provided the necessary space and furniture, if possible. (You will need your own set-up and break-down crew).

The use of our facilities will not be finalized until the person using the building, agrees to comply with the rules and regulations that are set forth by St. John Missionary Baptist Church. These rules and regulations are in regard to the use of the facilities, and the guidelines in this booklet and contact expressed during an interview with the Administrative Secretary.

Utility & Custodial Fees For Use of Church Facilities

For Members of the Church	
Sound Technician	\$75.00 (Cash Payment)
Sound for (2 Day Event)	\$125.00 (Cash Payment)
Visual Presentation Technician	\$75.00 (Cash Payment)
Video Technician	\$75.00 (Cash Payment)
Wedding Attendant	\$100.00 (Cash Payment)

When having an event that requires outside catering/and or bringing in of food a per from our (Social Department-Culinary) the charge is \$75.00.

Pastor for weddings, you will discuss that with him.

Use of areas other than Weddings (Non-Church Event) for Members

M. L. Jemison Conference Center	\$200.00
Fellowship Hall	\$200.00
Family Life Center (Gym)	\$200.00

For Non-Members of the Church

Musician Fees (See the musician who will play for you)	
Sound Technician	\$100.00 Cash Payment)
Sound Technician (2 Day Event)	\$150.00 (Cash Payment)
Visual Presentation Technician	\$100.00 (Cash Payment)
Wedding Attendant	\$125.00 (Cash Payment)
Video Technician	\$100.00 (Cash Payment)
Use of Any Classroom	\$150.00
Use of Family Life Center (Gym)	\$750.00
Use of Sanctuary	\$750.00
Use of Fellowship Hall	\$750.00
Use of M. L. Jemison Conference Center	\$750.00
Use of Sanctuary/Fellowship Hall or Conference Center	\$1,500.00
(Use of any two areas listed above)	
(Use of all three areas listed above)	\$1,700.00
Clean-Up Fee	\$100.00
If Security is needed, Pay Each Person Needed	\$100.00

All Rentals **requires 50% down**, along with the contract and building usage form, to hold your spot. All down payments are non-refundable.

NO WEDDING WILL BE SCHEDULED ON SUNDAY. NO WEDDING WILL BE SCHEDULED AFTER 5:00 P.M. ON SATURDAY, NO EXCEPTIONS.

To prevent scheduling conflicts, please fill out a building usage form located in the church office.

Please fill out paperwork and sign the form below stating that you have read and understand the Building Usage Book; also read and sign the contract before turning in the building form.

Please sign and date that you have read the rules/cost and regulations of the use of our facility here at St. John. Take the signed paper to the Administrative Secretary in the church office and then fill out the appropriate building use form located in the church office.

**Signature of person using the Facility
& Responsible**

Date