



Facility Use Policy

Oakwood Presbyterian Church

This policy statement provides guidelines for the use of Oakwood Presbyterian Church facilities by individuals and organizations.

General Policy Statement

It is desirable that the church building be a resource for church-members and non-members. This outreach provides a service to the community and makes wide use of the church facility with which God has blessed us. As such, specific rooms of the building shall be available through advance scheduling for individuals, organizations or groups subject to the guidelines established herein.

Building Request Procedure

1. All requests to use Oakwood facilities for non-church related activities (including non-church related member use and use by outside groups) must be made in writing, using the Facility Use Application, and submitted to the Church Office via regular mail, email or personal delivery. Requests should be made at least 4 weeks prior to the requested date. Later requests will be considered, however timely review is not guaranteed.
2. Church officers will evaluate the request and contact the applicant within three weeks of receipt of the application.
 - Once all requirements have been met and a security deposit has been submitted, a key will be issued to provide access to areas of the building as specified in the request. A refundable \$100.00 security deposit is required before the key will be issued. The requester can obtain a key through the church office during office hours.
 - When the event is over, the building will be inspected to determine the condition. If the building is in good condition and the key has been returned, the security deposit will be returned to the appropriate party. Any damages to the building will be the responsibility of the user and will be taken out of the security deposit. If the security deposit is not sufficient, an additional payment will be required to be paid by the user to cover any damages to the property.
 - For recurring event requests, applications must be resubmitted annually.

Criteria for Approval

The following factors will be considered before granting approval of requests.

1. Purpose does not conflict with the spiritual aims of the church and/or with regulations of local, State, and Federal law.
2. Church ministry use shall have priority over other groups wishing to use the facility.



Facility Use Policy

Oakwood Presbyterian Church

3. Demand on church staff to accommodate the group.
4. Anticipated impact to facilities and utilities.
5. Insurance coverage (liability).
6. Janitorial services required.
7. Size of group.

Regulations for Church Use

The following regulations govern the use of church facilities by groups.

1. Chairs and tables may be arranged to accommodate the group, but must be returned to their original location.
2. Food and beverages may be brought into the building, provided they are integral to the purpose of the meeting (i.e., dinner meeting), or to enhance the social gathering of the group (i.e., refreshments). Food and beverage are not allowed in the sanctuary without prior approval.
3. With prior permission, groups may store food in the refrigerator and use ranges for holding warm food. All food must be prepared off site and brought in ready to serve. The kitchen may not be used for food preparation.
4. Groups must clean tabletops, deposit trash in containers, wash and put away utensils/dishes, and sweep/vacuum floors as needed.
5. Parking is permitted in church parking lots.
6. The group agrees to take precautions to assure the physical safety of participants and church property, sign the Indemnification Agreement/waiver form accompanying the application, and release the church from any liability responsibility in conjunction with the use of the facility.
7. At the conclusion of the building use, please ensure that the departure checklist has been completed. All doors must be closed and locked unless otherwise notified.
8. The following are prohibited in the facilities and on the property: alcoholic beverages, gambling, smoking, pets (except service animals).
9. The sound system and a/v equipment is only available for use by hiring an Oakwood A/V technician
10. No items are to be stored at Oakwood Presbyterian Church, except with prior approval. Items left outside of approved storage locations may be removed or disposed of at Oakwood's discretion.

Arrival and Departure Procedure

When the church is normally open and occupied by a staff member, a representative of the group should notify the church office of their arrival and departure. At the conclusion of the meeting, the group should perform clean-up procedures and lock all doors as needed.



Facility Use Policy Oakwood Presbyterian Church

Officiating Minister and Organist/Pianist

The officiating minister and pianist (if applicable) do not have to be associated with Oakwood Presbyterian Church. If the applicant desires to use the services of the Oakwood minister, or pianist please contact them directly. Contact information can be obtained from the Oakwood church office.

Typical Fees and Payment Guidelines

For single use of the facility, a deposit is required to secure the use of the facility and payment of all fees is expected before or on or before the day of use of the facility. For ongoing use of the facility, payment is expected on the first business day of each month before use of the facility. The following payment rates are in effect in addition to the refundable \$100.00 deposit.

Multiple Use/Small Group Single Use

- Fee of \$1.00 per person, or a \$25.00 minimum each event.

Large Group Single Use (Groups of 50+)

- Use of Sanctuary for weddings and rehearsal - \$125.00
- Use of Conference room/Sunday school rooms and Kitchen - \$125.00
- Nursery facility - \$25.00