

BUILDING USAGE GUIDELINES
for
OTTAWA PRESBYTERIAN CHURCH

1. Ottawa Presbyterian Church exists for the benefit of its membership and community. Members will have priority of usage.
2. No alcoholic beverages will be permitted on the church property.
3. Smoking is not permitted in the church building or on church property.
4. A responsible adult (21 years or older) must be present at all times when the church building is in use.
5. No decorations are to be taped to walls.
6. All use of the church building must be approved by the Session or Building Administration chairperson. Fees may be waived with session approval.

FEES FOR USE OF BUILDING BY CHURCH MEMBERS

- A. Use of sanctuary or Fellowship Hall for church-related activities (weddings, funerals, anniversaries, etc.): NO CHARGE

Custodian Fee: Sanctuary - \$25; Sanctuary plus Fellowship Hall - \$40.

- B. Use for non-church related functions (groups, clubs, meetings): \$10
If a custodian is needed, there will be an additional \$25 charge.

FEES FOR USE OF BUILDING BY NON-MEMBERS
(other than wedding)

- A. Use of Fellowship Hall: \$25 plus \$25 custodial.
Use of kitchen to cook: \$20 extra.
- B. Use of sanctuary for wedding (see “Preparing For a Service of Christian Marriage” pamphlet).
- C. Unspecified use of building is to be negotiated by the Building and Administration Committee chairperson and a fee set.
- D. Use of sanctuary and Fellowship Hall: \$100 plus \$50 custodial.