

## Guidelines for Use of Facilities

Vision: That all would know Love, Wholeness, and Hope through Jesus Christ!

Mission: Share Christ's love with our local community through service, friendship, and truth.

### 1.) Criteria to Determine Building Use:

- Activity fits with who we are and what we believe
- Space Availability
- How use impacts other programs
- Evaluation of safety/legal issues
- Group understands respect for the property

### Statement of Policy:

Our church has been blessed with a wonderful facility to carry out the mission of the church. Therefore, proper oversight must be given to these facilities to ensure that:

Adequate facilities exist to effectively carry out the ministry objectives and goals

Users exercise proper care and safety

Such facilities are properly protected against loss or misuse

Wise stewardship is being expressed through energy conservation, cost reductions and safety measures

The life of the facilities is extended through a proper maintenance program

### Building Eligibility Guidelines

The facilities and equipment of OFC exist for the primary purpose of being used by its members through its organizations and ministries.

- 1.) A Facility Use Request Form should be completed for all groups requesting facility use. A Use of Building Agreement may be required for outside groups.
- 2.) Facilities are not available to outside groups for profit making activities.
- 3.) Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. However, the facility may be used as a polling place for elections.
- 4.) Certificate of Liability and Property Damage insurance coverage naming OFC as an additional insured MUST be on file PRIOR to the date of the event by all outside groups to OFC for the purpose of covering liability and property damage or accidents that might occur on church property.
- 5.) All outside groups or persons requesting use of church facilities must also have and adhere to Protection Guidelines (see attached) regarding minors. A minimum of two adults must be present at all times.

### **The Priority of Use Shall Be As Follows:**

- 1.) Recognized Groups within the church:
  - Church Services (i.e. - worship services, Sunday school, adult Ed.)
  - Regularly scheduled church activities (i.e. - committee, small group)
  - Church related activities
- 2.) Church Members:
  - Individual Parties and Special Events (i.e. - Anniversary parties)
  - Weddings, Funerals and Receptions
  - Music Recitals (Not including private recitals for students)
  - Other informal Church Member requests (basketball, volleyball, etc.)
- 3.) Outside Groups
  - Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by OFC.

### **RESERVATIONS**

Facilities Use Form must be completed by all groups and submitted to the Administrative Assistant at least 2 weeks in advance of the activity. The Facilities Use Form provides for every area of the church. All facilities, set-ups and other service needs (i.e. - food, sound, etc.) must be included on the form.

The Administrative Assistant will meet with the user, or a representative, when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. All church activities are scheduled on the master church calendar.

### **Approval Guidelines for the space request use shall be as follows:**

- 1.) All activities shall be approved pending availability of space and the priority schedule, and must be consistent with OFC's mission statement and the building use philosophy.
- 2.) No date is placed on the calendar until the form has been submitted and approved by the appropriate persons(s).
  - a. The pastor/worship leaders approve of all worship related activities.
  - b. The pastoral staff must approve all weddings prior to them being entered on the church calendar.
  - c. The Administrative Council must approve all large outside group activities.
  - d. The Pastor/Coordinator of Trustees/Stewardship Elder shall approve any single day event consistent with church policy.
- 3.) Requests from outside groups longer than three months ahead of the use date (with the exception of weddings) must have Administrative Council's approval.
- 4.) Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

## **BUILDING USE PROCEDURES**

The ministry leader or organization representative is responsible for the following:

- 1.) After building use, clean up all the areas used. The area should be returned to the same condition as before use.
- 2.) Turn out lights and close windows.
- 3.) Report any maintenance problems and damages to the Administrative Assistant.

## **PUBLICITY AND PROMOTION**

- 1.) Any outside group using publicity material and/or making public service announcements in which the OFC name is used must have prior approval by the Administrative Council and Lead Pastor.
- 2.) The sale of admission tickets to the event must be handled by the user with the approval of the Administrative Council and Lead Pastor.

## **FACILITY USE GUIDELINES**

OFC has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event.

A custodian is on duty limited hours during the week. If building usage is requested for after regular business hours, and custodial services are required, the user will be charged a fee for the custodian's services. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned custodian or staff person will serve as the church's representative should questions or needs arise during the event.

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. The use of alcoholic beverages or illegal substances is not permitted in the buildings or on the grounds of the church. Smoking is not permitted inside the building.
4. Dining or the serving of food is limited to pre-approved designated areas, check with the Administrative Assistant.
5. Use of candles is allowed only in designated areas and must be approved by the Stewardship Commission or Lead Pastor.
6. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.

7. If furniture or equipment is to be moved, it must be done with the permission of the Stewardship Commission or Lead Pastor to maintain the quality of the building's furniture and equipment, and prevent damage.
8. The user will be held responsible for any damage done to church property associated.
9. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
10. Programs in the sanctuary that require the use of the sound system must have one of the church's Sound Technicians on duty. This service will be included in the usage fee.
11. When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on church property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
12. The following items are **not** allowed in or on church property:
  - a. Weapons
  - b. Alcoholic beverages
  - c. Controlled substances/drugs
13. Ministry furniture and equipment (i.e. - tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of OFC and may not be removed from the premises without previous permission. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.
14. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

## **SPECIAL RULES FOR USE**

### **Family Life Center**

1. The capacity of the Family Life Center should not exceed fire code capacity at any one time.
2. The recreation area will be open only under the supervision of two adults (over 18) unless the Administrative Council approves arrangements prior to the event. If anyone is found in the gym or other recreation area during non-operating hours, of any age, without permission, they will be asked to leave.
3. Individuals or groups must request use of equipment in advance and will be responsible for its care. Aside from normal wear and tear, equipment that is damaged, lost or destroyed will be paid for by the participant(s). Equipment must be returned to the same place from which it was checked out.
4. OFC does not assume liability or responsibility for any participant.
5. Gym mechanisms such as basketball hoops (raising and lowering), or volleyball system (set-up), etc., will be operated by authorized persons only.

## **KITCHEN**

The primary use of the kitchen facility will be for church wide functions such as banquets, meals for ministry functions and other pre-arranged meal functions.

1. Organizations using the kitchen will be required to comply with the following procedures:
  - a. Clean, dry, and put away all dishes and utensils Wash all counter tops and work areas with cleaner.
  - b. Do not leave leftovers in the refrigerator.
  - c. Check stove, oven and other appliances to make sure they are turned off and nothing left inside of the oven.
  - d. Remove garbage.
  - e. Take home and launder any used dish towels, tablecloths, etc., and return within two business days to the administrative assistant.