

Use of Church Property

From Policy and Organization Manual
Adopted 9/21/03

An integral part of the mission of Seven Oaks Presbyterian Church is its outreach to the community by providing the use of the church's facilities to its members and to the community-at-large. It is this policy's objective to provide the use of Seven Oaks facilities to non-profit and for-profit community organizations whose purpose is consistent with the teachings and beliefs of this church. Groups submitting requests whose philosophies, objectives or activities are inconsistent with the beliefs and teachings of the church will be denied use of the facilities.

The Administration Ministry will review and approve requests for use of Seven Oaks Church facilities, as submitted to the church office, and will coordinate the administration of this policy.

Any group, church member or organization that desires the use of Seven Oaks facilities must submit a request to the Administration Ministry, using the *Application for Use of Seven Oaks Presbyterian Facilities*. Approval for a one-time meeting does not constitute approval for future meetings of similar days and times, unless otherwise communicated and agreed.

Annual Approval for Ongoing Meetings. Approvals can be received for ongoing meetings on a yearly basis. These must be submitted by the end of January of each new year. Requests received after January 31 will be approved on an "as available" basis. After this approval, annual approval must be obtained in accordance with this policy.

Timeliness of Notification. Request for use of Seven Oaks Presbyterian facilities should be received no more than 90 days ahead of the required date.

Use of Nursery Facilities. Any group requesting use of the nursery facilities in conjunction with an approved activity must have adult supervision at all times during use of the nursery. An adult is defined as an individual over 18 years of age. The organization will also be responsible for returning the nursery facilities to a neat and orderly condition.

Priorities of Facility Use. It is recognized that conflicts will arise over the use of facilities. Accordingly, the following represents the priorities should conflicts arise:

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| 1 st Priority | Seven Oaks Presbyterian Church activities |
| 2 nd Priority | Seven Oaks Community Organizations |
| 3 rd Priority | Organizations outside Seven Oaks Community |

Charges for Facility Use

<u>Facility</u>	<u>For Profit</u>	<u>Non Profit One Time</u>	<u>Non Profit Ongoing</u>
Classrooms	\$25 per room per day	No Charge	\$5 per room per week
Fellowship Hall	\$75 per day	No Charge	Not Available
Fellowship Hall With Kitchen	\$100 per day	No Charge	Not Available

Cleaning/Damages Charges.

Any custodial effort required to return Seven Oaks Presbyterian facilities to a neat and orderly state will be billed at \$30 per hour with a one hour minimum. The cost of repair for any damages incurred while using the facilities will be the responsibility of the using organization.

General Guidelines:

- Persons using the facilities are expected to conduct themselves in a Christian manner at all times.
- The facilities will not normally be available for use during church-wide worship services and other congregational activities.
- The facilities must be vacated by 9:30 p.m. unless an extension for use has been granted by the Building and Grounds Ministry.
- No smoking, abusive language or behavior is permitted in the facilities.
- Seven Oaks Presbyterian Church is not responsible for injuries, accidents or thefts occurring on its property.
- No activity will be permitted which is contrary to established church policy or incompatible with the purposes of a Christian church.
- Violators of the church's purpose and rules may be asked to leave the premises and may be denied future use of the facilities.

Application for Use of Seven Oaks Presbyterian Church(SOPC) Facilities

Name of Group/Individual: _____

Date(s) Requested: _____

Space Requested: _____

Adaptations Anticipated
(Decorations, Furniture Moves,
etc.) _____

Member of SOPC in Group? _____

Contact Person _____

Address _____

Phone Number _____

Purpose of Meeting _____

Purpose of Group _____

Approved/Disapproved/Comment _____

Fee Schedule _____

As a representative of the above named organization, I hereby obligate our organization to abide by all rules set forth by Seven Oaks Presbyterian Church concerning our use of church facilities. We agree to pay any required fees and to return each room used to the same condition it was in when we arrived. We also agree to turn off all lights and appliances as well as lock all doors before we leave. We understand that our agreement for facilities use will be reviewed annually (in January) where applicable and any violation of the agreement can result in immediate revocation of our facilities use privileges. Further, we agree to return all keys to the church office when SOPC or we terminate this agreement for any reason. The organization also agrees to save and hold harmless Seven Oaks Presbyterian Church from any bodily injury or property damage that may occur during our use of church facilities.

Signature

Date