

Building Use Policies of Oakhill Baptist Church

- Only church members may use the church building for personal use in accordance with our beliefs, practices, and statement of faith.
- Request for use should be submitted to church office for approval. Approval will be by church staff. Once approved, all uses shall be scheduled on the master church calendar.
- Request should be made at least two weeks in advance of event. Reservations more than one year in advance need senior pastor approval.
- Any appropriate use will be considered so long as the date does not conflict with a church or previously scheduled function. Priority will always be given to a church function.
- Appropriate uses are defined as baby showers, wedding showers, anniversary parties, birthday parties and other approved uses. It is the responsibility of the requesting party to schedule to pick up and return a key to the church from the church office. The key should be returned to the office deposit box located outside of the main office door no later than one business day after the event has occurred.

1. BUILDING USE

- Church members shall use the facilities without charge, except for custodial and setup services.
- There is no smoking or alcoholic beverages permitted inside the church facilities at any time.
- Clear liquids only in carpeted areas of the church.

2. CUSTODIAL SERVICES

- Oakhill Baptist Church requires the space to be returned in the same condition as was prior to use. Cleanup constitutes:
 1. Table and chair setup returned to original setup.
 2. Returning any moved items to their original location.
 3. Any spills on floor mopped.
 4. Floor swept.
 5. Tables and chairs wiped clean.
 6. Trash bagged and removed to dumpster.
 7. Counters and appliances wiped clean.
 8. Please remove all personal items and accessories before leaving the church.
- Custodial supplies are available in the mop closet between the main restrooms and in the mop closet in the men's restroom in the fellowship hall.
- In the event the room is not returned to an appropriate condition, the user shall be charged a cleaning fee to cover expenses incurred by the church and staff. Custodian charges are set at \$50 initial fee, and \$30 per hour after two hours.

3. FACILITIES

- Only the reserved area of the building may be used. Other areas of the building may be designated for alternate uses. Please restrict your activities to the areas you have reserved.
- The user shall provide all of their own paper products and service items. Church products are for church use only.
- Personal Effects – The church assumes NO responsibility for the security of personal articles and other items in connection with using the premises. Any personal items left over 30 days will be disposed of.
- The contracting party is responsible for all individuals in to see that the florist, caterer, photographer, musicians, etc. have the proper information and instruction before they enter the facilities.

4. DECORATIONS

- The altar area and music equipment will be cleared for acceptable use except for the piano. The Worship Pastor or other approved individual will oversee this due to the instruments and sound cable connections.
- The fees for stage clearing and set-up is: \$100.00
- NO decorations may be attached to any of the furniture or woodwork by tacks, pins, tape or nails. Clamps may be used only if they are faced with felt or other such material to protect the surface to which they are applied.
- No furniture may be moved or rearranged without specific permission.

IX. MUSIC/AUDIO-VISUAL NEEDS

- A sound technician that is a member of our audio/visual team or the Worship Pastor are the only individuals that can be secured for operating sound equipment.
- The fee for a sound technician is as follows: Per event - \$50; \$20 per hour after the first two hours.

Fee Schedule:

- Custodial Charge (\$50 initial fee, and \$30 per hour after two hours): _____
(only if custodian is requested or facility is not properly cleaned)
 - Stage Clearing and Set-up (\$100): _____
 - Sound Technician (\$50; \$20 per hour after the first two hours): _____
- Total: _____

I agree to abide by this policy:

Signature: _____ Date: _____