

Oakmont Baptist Church

Facilities/Equipment Use Policy

This policy governs the use of all Oakmont Baptist Church (hereinafter referred to as the “Church”) facilities and grounds.

Significant financial resources have been invested in Church facilities by generous contributions from its members. Therefore, proper oversight of these facilities will help to ensure:

- adequate facilities exist to effectively carry out the ministry objectives and goals;
- Church facilities are properly protected against loss or misuse;
- wise stewardship is exercised through energy conservation, cost reductions, and safety measures; and
- the life of Church facilities is extended through a proper maintenance program.

1. ELIGIBILITY

- 1.1. The facilities and equipment of the Church exist for the primary purpose and use of its members through its organizations and ministries. However, it is the Church’s desire to also serve missionally in the community through the use of the Church facilities. Oakmont desires to be a good community citizen and as much as is possible will make its facilities available in accordance with the Facilities Use policy as long as requests are consistent with Oakmont Baptist Church’s mission statement and Core Values (available by request).
- 1.2. Activities and programs are limited to the space that is assigned.
- 1.3. The church is not generally available for use by non-church members for non-religious events. Exceptions may be granted after consideration by the Property and Space Team or the Facilities Manager and/or Staff Designee (for example, the current use for voting by the Pitt County Board of Elections).
- 1.4. The Facilities Manager and/or Staff designee is considered the Property Manager for all of Church facilities and is responsible for approval/scheduling of all functions requiring use of church facilities.
- 1.5. Regularly scheduled Church meetings and activities of the Church will have first priority in scheduling the use of its facilities. Other Church-related meetings and functions will have second priority.
- 1.6. Exceptions for non-church organizational use may be granted after consideration by the Facilities Manager and/or Staff designee (for example, the current use for voting by the Pitt County Board of Elections).
- 1.7. Approval for use of facilities does not commit the Church to subsequent use of Church facilities by any group or organization. The Church reserves the right to

withdraw approval if situations develop at any point that would warrant such action.

- 1.8. The Property and Space Team, except in unusual situations, has authorized the Pastor and Church Staff to handle requests for building use by groups based on the availability of the Church calendar. All Church activities have priority and will supersede all other requests.
- 1.9. During normal office hours when the facility is typically accessible or in use, the Church will not charge for the use of non-sanctuary space when such requests do not include the serving of food and do not occur more than 12 times per year. Technical support and sexton fees may apply.
- 1.10. Groups which request space and plan to serve food, or request space for more than 12 times per year may be charged according to the Schedule of Fees as referenced in the Facilities Use Agreement Form (Form No. 1-14). Technical support and sexton fees may apply.
- 1.11. Groups requesting use of the facilities on nights or weekends when facilities are not already open or in use may be charged according to the Schedule of Fees as referenced in the Facilities Use Agreement Form (Form No. 1-14).
- 1.12. Groups requesting use of the sanctuary may be charged according to the Schedule of Fees as referenced in the Facilities Use Agreement Form (Form No. 1-14). Technical support and sexton fees may apply.
- 1.13. Church members may request the use of Church facilities for personal events, keeping in mind the Church belongs to its members and is here for religious and church-related events as provided for in the Church budget (utilities, sexton, cleaning materials, etc.). Members may request the facilities for personal non-church events (family reunions, anniversaries, graduation receptions, etc.). Charges may apply according to the Schedule of Fees as referenced in Facilities Use Agreement Form (Form No. 1-14)
- 1.14. Facilities are not available to outside groups or Church members for fund raising or for profit-making activities. Exceptions may be made for benefit events
- 1.15. Organizations engaged in partisan political campaigns are not eligible to use Church facilities.
- 1.16. A Facilities Use Agreement Form (Form No. 1-14) and/or a Facilities Use Request Form (Form No. 2-14) shall be completed when requesting facility use. The Agreement shall include the Schedule of Fees. A check for the deposit per the Schedule of Fees must be submitted with the Agreement Form (Form No. 1-14).
- 1.17. For all musical events, the Minister of Music shall be consulted before scheduling.
- 1.18. Oakmont Baptist Church does not assume any liability for damages or injuries resulting from actions of members of groups that use or rent our facilities.
- 1.19. All churches, groups, and organizations using Church facilities will adhere to the following guidelines:
 - Outside group use of Church facilities will not be scheduled during congregational worship, which includes Sunday or Wednesday activities, or other scheduled activities of the Church.
 - The Church will not provide food services or allow the use of our kitchen facilities for outside groups unless the Facilities Manager and/or Staff

designee have approved the request prior to the event. It is recommended outside groups have their food catered limiting the need for access to the kitchen. The Church Facilities and/or Staff designee may consider exceptions.

- Each outside church, organization, or group that has been granted approval must designate an authorized representative to serve as a liaison between the organization or group and the Church Facilities Manager and/or Staff designee.
- The group requesting use of Church facilities shall read and review the requirement contained in the Facilities Use Agreement Form (Form No. 1-14) and the agreement must be signed by an adult representative of the requesting group.

2. RESERVATIONS

- 2.1. A Facilities Use Request Form (Form No. 2-14) must be completed by all outside groups and submitted to the church secretary to be forwarded to the Facilities Manager's and/or Staff designee for consideration.
- 2.2. All usage fees, except for wedding fees per the Wedding Policy, are to be paid through the Business Administrator's office including a reservation fee of 25% of the total estimated usage fee to be charged. The event reservation will not be complete or put on the Church calendar until the deposit has been paid. The balance must be paid no less than two weeks before the date of the usage. A cancellation fee of 15% may be charged and is non-refundable.
- 2.3. Before a contract can be finalized and event put on the church calendar, a representative from the renting group must meet with the Minister of Media and Arts to determine technical needs. All sound and lighting needs must be approved in advance. These requests must be made on the Sound and Lighting Request Form (Form No. 3-14) and approved by the Minister of Media.
- 2.4. The Minister of Music, or his/her designee, must give permission for anyone to play the organ or grand piano in the sanctuary and all other musical instruments of the Church.
- 2.5. Programs that require the use of a sound system must have one of the Church's sound technicians, or someone trained and designated by the Minister of Media, on duty. Technical fees may apply.
- 2.6. Non-Church groups who desire to set up decorations in Church facilities or on Church grounds must have those plans approved by the Facilities Manager and/or staff designee.

3. GUIDELINES FOR USE OF FACILITIES AND EQUIPMENT

- 3.1. The conduct of all persons attending events in Church facilities and on Church property is expected to be respectful of the environment of the Lord's house and surrounding neighborhoods.
- 3.2. When children are in attendance, they shall be supervised by their parents or responsible adults at all times and are not permitted to roam freely on Church property.

- 3.3. The use or possession of alcoholic beverages or illegal substances is not permitted in the facilities or on the grounds of church property. The use of tobacco products is not permitted inside any Church building.
- 3.4. A sexton will unlock the building during the time of usage. The Sexton will then serve as the Church's representative unless otherwise notified.
- 3.5. For security reasons, exterior doors shall not be left open for latecomers. A designated entrance shall be communicated to all those involved and a "door keeper" shall be in place to allow people into the building. All attendees shall enter and exit the designated door for security reasons.
- 3.6. Food and/or beverages are prohibited in the sanctuary at all times. Special arrangements must be made with the Facilities Manager and/or Staff designee for serving of food and/or beverages in other areas of a building. If this regulation is not followed, the person(s) or organization(s) using the facility shall be assessed a fee for all cleaning costs.
- 3.7. The authorized group or user is expected to leave the building reasonably clean and remove all items associated with their activity immediately following the event. If furniture or equipment is to be moved, it must be done exclusively by Church personnel to prevent damage to the building, Church furniture and equipment.
- 3.8. The person(s) or organization(s) making application for use of Church facilities shall agree to reimburse the Church for any damage to Church property or facilities by any person(s) participating in or attending the activity. If damage occurs, the person(s) or organization(s) will be invoiced for all repair, replacement, and/or labor costs. Failure to pay such damages may result in future requests being denied and action initiated to recover such costs.
- 3.9. The authorized person or organization assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- 3.10. Church groups/members may borrow furnishings, such as folding tables or chairs, by requesting approval for such use from the Facilities Manager and/or Staff designee as long as it does not interfere with regular church activities.
- 3.11. All outside groups using the facilities of the Church must be furnished a copy of the Facilities/Equipment Use Policies and a copy of the Schedule of Fees.
- 3.12. Groups shall report any maintenance problems and damages to the Facilities Manager and/or designee immediately.

Date Revised: March 19, 2014

Approved By: Property and Space Team
Date Approved: April 2014

Schedule of Fees **Oakmont Baptist Church, Inc.**

1. All fees are calculated on four-hour blocks of time. Any portion of four-hours will be billed at a full four-hour rate. (i.e. 5 hours would be billed as 8 hours)
2. On occasion when only the opening/closing and alarming of building is needed a sexton fee of \$30 may be charged.
3. **Oakmont members** requesting space for non-church events outside of normal weekday office hours may be charged the following fees for utility and use reimbursement (heating, air conditioning, lighting, toilet paper, etc.) based on the space requested. -Technical support and sexton fees may apply.

Worship Center - \$100 per four-hour block
Fellowship Hall - \$25 per four-hour block
Multipurpose Room - \$25 per four-hour block
Choir Suite - \$25 per four-hour block
Education Rooms - \$15 per four-hour
Branches - \$50 per four-hour block
Sexton - \$40 per four-hour
Media Technicians - \$50 per four-hour block/per person

4. **Churches** or other religious organizations that request use of the building outside of normal weekday office hours, and or plan to serve food, may be charged the following fees for utility and use reimbursement (heating, air conditioning, lighting, toilet paper, etc.) based on the space requested. Technical support and sexton fees may apply.

Worship Center - \$100 per four-hour block
Fellowship Hall - \$75 per four-hour block
Multipurpose Room - \$75 per four-hour block
Choir Suite - \$75 per four-hour block
Education Rooms - \$50 per four hour
Branches - \$100 per four-hour block
 Branches Kitchen - \$25 four-hour block
Sexton - \$60 per four hour

Media Technicians - \$60 per four-hour block/per person

5. **Outside, non-ministry groups** that request use of the building outside of normal weekday office hours may be charged the following fees for utility and use reimbursement (heating, air conditioning, lighting, toilet paper, etc.) based on the space requested. Technical support and

sexton fees may apply.

Worship Center - \$125 per four-hour block

Fellowship Hall - \$100 per four-hour block

Multipurpose Room - \$100 per four-hour block

Choir Suite - \$100 per four-hour block

Education Rooms - \$75 per four-hour block

Branches - \$125 per four-hour block

Branches Kitchen - \$25 four-hour block

Sexton - \$60 per four-hour block

Media Technicians - \$70 per four-hour block/per person

Revised 03/19/2014

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