

# Otter Creek Church Facilities Use Policy

(revised 6/06/2012)

## Statement of purpose and philosophy:

We are blessed to be able to serve you through sharing these facilities. Policies and procedures are necessary so that our members, our ministries, and those from our community know how to coordinate and care for the building and grounds in an appropriate manner. Acknowledging that these facilities are gifts from God, we want to use and share them with the following goals in mind:

- Prolong the life of facilities through proper care and maintenance
- Exercise wise stewardship through energy conservation and cost reductions
- Protect people and facilities by defining appropriate safety measures and usage guidelines

Command those who are rich in this present world not to be arrogant nor to put their hope in wealth, which is so uncertain, but to put their hope in God, who richly provides us with everything for our enjoyment. Command them to do good, to be rich in good deeds, and to be generous and willing to share. In this way they will lay up treasure for themselves as a firm foundation for the coming age, so that they may take hold of the life that is truly life.

1 Timothy 6:17-19

## General Use Guidelines:

1. All requests for use of facilities should be scheduled, approved, and added to the church calendar. A refundable deposit will be required for all non-church events. Special non-refundable fees may also be required.
2. Church activities and programs are given priority over personal or non-church activities.
3. Only reserved and approved areas may be used for an event, and only for the time reserved.
4. Set up and tear down are the responsibility of the person or group in charge of the event.
5. Areas used should be made ready for the next use before leaving the building. This includes emptying trash, sanitizing and putting toys away properly, wiping down tables, cleaning up spills and vacuuming, if necessary, and restoring order to the room. The church's janitorial service is present Monday-Friday, not on weekends. All areas used (*including rest rooms*) should be checked by the responsible party and made ready for the next use before leaving the building or property.
6. Cleaning supplies are available. They are located in designated custodial closets on each floor.
7. Cleaning must be done by the group that schedules the event or by a cleaning service that is bonded and pre-approved by the church.
8. Lights are to be turned out when leaving the building.
9. No furniture is to be removed from the building. If furniture is moved, it should be returned to the proper location or if a room is rearranged, the prior set up should be restored.
10. No alcoholic beverages or illegal drugs are permitted on church property.
11. No smoking is allowed inside the buildings.
12. The City of Brentwood's fire codes prohibit the use of candles except in religious ceremonies, such as weddings and worship services, and in the sanctuary only. The OC Candle Policy further explains the limitations and guidelines and is available upon request.
13. No food or drinks are allowed in the sanctuary.
14. All uses of the sound systems, lighting, technology, etc. must be coordinated with the Technology Coordinator (Phil Wilson). Fees for technicians will be in addition to building use fees and damage deposits. Only Otter Creek Church's sound technicians will be allowed to operate the sanctuary sound, light and video systems.
15. Notice of cancellations should be given as early as possible. If the church is not notified when an event is canceled, the deposit will not be returned.
16. The church staff expects to cooperate with the user of the facility; however, please understand that our staff has limited time and that their first priority is to the shared needs of Otter Creek.

## Special notes regarding childcare:

- a. Children should be in the presence of at least two adults at all times as stated in the Child Protection Policy and Procedures. Anyone using the building for an event that includes children will be expected to abide by

the Child Protection Policy. A copy of this policy will be provided upon request.

- b. Nurseries, children's classrooms, toys and are to be used only if approved by the children's ministry. Groups using nurseries will be expected to abide by the Nursery Policy.
- c. Children must be supervised by an adult when playing on the playground.

**17. Special notes regarding kitchen use:**

Eligibility for Reservation/Use of Kitchen:

- a. Kitchen facilities are available to OC ministries.
- b. Use of the kitchen must be scheduled and approved through the church office. A "Request for Use of Facilities" form should be completed, except for Room in the Inn and those ministries with regularly scheduled weekly or monthly events. All reservations will be kept on a master calendar in the church office.
- c. All kitchen requests for non-OC events will require a deposit that is refundable if the kitchen is left clean and ready for the next use.
- d. OC functions have first priority for kitchen use. Non OC events may not reserve usage more than 60 days out, except for wedding planning.
- e. Use of kitchen facilities and equipment are at the risk of the user.

Equipment and Supplies:

- a. The following items are available for use by OC ministries on OC property: Paper goods, plastic ware, coolers, chairs, cotton tablecloths and tables. Tables and chairs, kitchen equipment, etc. are not to be removed from church property, except for OC Camp. Tablecloths are not to be removed from church property, except for laundering purposes, and returned to the church office. There will be a fee assessed in the amount of replacement value for any tablecloths not returned or returned stained.
- b. After an event where OC kitchen supplies has been used, please let the church office know if there are any supplies that need to be restocked.

General Guidelines:

- a. It is the responsibility of the user to leave the kitchen in as good or better condition than it was found. If it is not left in an acceptable state, the user will be called to return and clean it. If a deposit was made for a personal event, it may be forfeited.
- b. Paper goods and cleaning supplies are provided for OC ministries only.
- c. Damages of any kind to the facility, appliances, equipment, etc. should be reported to the church office or facility staff.
- d. The person requesting the kitchen as stated on the "Request for Use of Facilities" is the responsible party for the facility. All items on the "Kitchen Checklist" are to be completed before leaving the property.

**18. Special notes regarding gym use:**

- a. Food and drinks should be limited to the tiled dining area adjacent to kitchen. Additional fees may be required if food or drink is to be consumed in the gym itself.
- b. Use of basketball goals must be arranged in advance.
- c. The gym is not available to non-members for sports activities. Sport practices in the gym may only be scheduled by a sponsoring Otter Creek member and that member must be present during the practices.
- d. Sports practice sessions must be scheduled weekly - the gym will not be reserved for these events more than a week in advance.
- e. The gym is only available for sports practices on Mondays and Thursdays year-round, and on Tuesdays from April through October.
- f. Failure to leave the gym in readiness for the next event will result in forfeiture of future usage.
- g. When children are present, two adults must be present at all times, in compliance with the Child Protection Policy.
- h. Responsible party should check that restrooms are in proper order for the next usage (trash removal, vanities clean and dry, floor clear of paper).
- i. Sports practices on the lawn must be scheduled through the church office under the same guidelines as the gym; however, there is no deposit required for use of the lawn. The church building will not be open for restroom use after 4:30 p.m.

**19. Special notes regarding use of the picnic pavilion:**

- a. The church office should be notified if there is a plan to use the pavilion fireplace. Fires must never be left unattended, must be completely extinguished and coals must be cool to the touch before the last person leaves the event.
- b. The church does not provide wood or charcoal for non-church events.

- c. Reserving the pavilion does not mean that the church building will be open for restroom use. If restrooms are needed, access to the building must be pre-arranged and those in charge of the event will be responsible for the condition of the restrooms and any other part of the building visited by that group.

**20. Special notes regarding use of “the Cove” (room 125):**

- a. No food or drink is allowed in the Cove.
- b. The sound and tech equipment in the Cove may only be used by an OC sound technician.
- c. You should contact a Children’s Minister for further instructions when requesting use of this space.

**21. Special notes regarding use of “The Gathering Room”**

- a. This room is reserved for OC “special” events and limited to 50 attendees. Larger groups are better served in the gym and dining area. This room is intended for adult-only events.
- b. Beverages served should not include red food dye or grape juice. Any punch served should be pale in color. Take extra care to thoroughly clean any spills or accidents.
- c. When the coffee service is used for a personal event, a \$20 fee is charged for the supplies used. Carafes, paper goods, coffee set ups must all be cleaned and stored away, ready for the next groups’ use. The coffee service requires a short training session. For use after regular office hours, please call the office in advance to learn how to operate and clean the equipment.
- d. Set up/tear down is not provided for personal events. Include adequate time on your reservation form for access to the building and space.
- e. Any items, decorations, linens, etc. brought in for an event must be removed at the conclusion of the event. Likewise, any item “borrowed” from elsewhere in the building should be returned. Leftovers should not be left in the Gathering Room kitchen or refrigerator. Kindly return the room to proper order and leave it better than you found it.

**22. Special notes regarding use for non-church events:**

- a. Church events take precedence over all non-church activities (including members’ personal events) which may not be confirmed until two months prior to the date of the reservation. The only exception to this would be weddings which may be confirmed much farther in advance and upon receipt of the deposit.
- b. In the unlikely occasion of an OC member’s funeral (considered a church event) occurring against a scheduled event (be it member or non-member), the staff will make every effort to accommodate all parties.
- c. A completed “Request for Use” form along with all required fees and deposits must be submitted to the Communications Coordinator before a non-church event can be confirmed. A certificate of insurance and “hold harmless” agreement is required for non-member events.
- d. The facilities are not available for use by for-profit individuals or organizations, groups with partisan political affiliations, or by organizations with interests in opposition to the mission of Otter Creek Church of Christ. Special approval is required for fund-raisers.
- e. No non-member activities will be scheduled on Sundays.
- f. Publicity material and public service announcements which include the church’s name must have prior approval.
- g. The lawn, parking lots, and playgrounds are not available to non-members for sports or recreational activities. The parking lots will be available to the public for special events parking provided the events do not interfere with a church activity and are not in conflict with the mission of the church.
- h. Civic or community organizations may request use of the facilities for an annual or bi-annual event, but may not schedule church facilities for regularly scheduled weekly or monthly meetings.
- i. Non-profit organizations classified as 501C3 may request use of the facility for regularly recurring meetings provided their goals are in accordance with the mission of the Otter Creek Church and special approval is obtained from the church leadership. This would include groups such as Girl Scouts, Alcoholics Anonymous, Bible Study Fellowship, and related organizations.
- j. Overnight, out-of-town guests are permitted only if a staff person or church member is willing to assume responsibility for them. These guests must be associated with an out-of town church or with some other religious organization and the purpose of their trip must be religious in nature.
- k. The City of Brentwood’s fire codes prohibit the use of candles except in religious ceremonies, such as weddings and worship services in the sanctuary only.

- 23. Unusual circumstances may require exceptions to the above guidelines from time to time; however, the office staff will make every effort to ensure that our facilities are used wisely, fairly and appropriately.**