

## Section I: GENERAL POLICY

### 1. Purpose

It is our intention that the church facilities for Oakland Presbyterian Church (OPC) be used to praise God, spread the Good News of the Gospel and to enjoy Christian Fellowship. It is important that the facilities be managed well. Facility usage fees are required for non-church activities to cover the cost incurred by the use and upkeep of the facilities. Details of church facilities available for use by individuals or groups meeting the requirements are specified in this document.

### 2. Church Facility Usage

The Church Facilities Use Policies are applicable to all users of the church facilities based upon the following categories of usage listed in the order of descending priorities. Categories 4 and 5 are subject to usage fees (refer to Section IV).

1. OPC ministries (for church function)
2. OPC small groups and fellowships (for church function)
3. OPC members, missions, and non-profit organizations partnering with OPC (for church functions).
4. OPC members (for non-church functions).
5. Non-OPC members / outside organizations (for non-church functions).

Use of the facilities is scheduled on a first-come, first-served basis according to the priorities listed above.

Scheduled events will take priority over non-scheduled events. However, use of the facilities for OPC emergency purposes and funerals will take precedence over all other uses of the facilities regardless of any prior payments or reservations. Every effort will be made to accommodate approved and paid requests affected by such an event.

### 3. Definitions

1. "OPC Facilities" means any part of the property of Oakland Presbyterian Church located at 218 E. Oakland Avenue, Oakland, FL, including but not limited to the Sanctuary, Christian Life Center (CLC), Fellowship Hall (FH), Classrooms, Pavilion, Children's playground, church grounds and parking area and all furniture and equipment.
2. "Missions and non-profit organizations partnering with OPC" means those groups who have a relationship with OPC designated and approved by Session.
3. "OPC Functions" means activities directly related to the official ministries of OPC, to be held by church ministry groups, small groups, fellowships, or OPC members. The use for these functions is usually on a free basis.

4. "Non-OPC Functions" means other activities not directly related to the official ministries of OPC, such as weddings, memorial services, anniversaries, recitals, receptions, birthday celebrations, etc. church. The use for these functions normally requires payment of fees and deposits described in Section IV.

#### 4. Requirements for Use of Facilities

1. OPC facilities must never be used for commercial, political, or anti-Christian religious purposes. All individuals or groups using the facilities must agree with and adhere to the doctrinal belief and statement of faith of the church. Use of church facilities must be within 8:00 a.m. and 9:00 p.m. unless an exception is requested and approved.
2. As a condition of approval, an OPC representative may be required to be at the event to open and close the areas of use, direct the setup and teardown of church furniture, operate church equipment and systems, monitor the activities of the event, and ensure that the space is left clean and returned to its pre-use condition. This service may require an additional fee.
3. For any event involving youth and children under the age of 18, adult supervision of at least two adults, aged 21 or older, must be provided by the user and must always be present with the youth and children.
4. After an application for facilities use is submitted and approved, any fees and deposits required must be submitted to the OPC within seven (7) days of notification of approval. In the event fees and deposits are not made within the designated time, the approval will be rescinded and taken off the church calendar.

#### 5. Rental Fee Schedule

The fees and deposits for use of OPC facilities and equipment are determined by OPC and are subject to change as needed and without notice. However, fees and deposits will not change after approval has been granted unless the terms of use are changed. Fees and deposits are listed in Section IV.

#### 6. Use of Equipment

1. Request for use of the equipment is subject to the approval of OPC. Under normal circumstances, OPC will not accommodate any last-minute requests for items that were not made at time of application.
2. All audio/video equipment must be supervised by OPC personnel. In most cases, an additional fee will be charged for this service.
3. Furniture and other equipment must be returned to its pre-event location and the space reset to its pre-event condition. For large functions, a representative of OPC may be required to be present for set up and tear down. In most cases, a fee will be charged for this service.

7. Weddings or Funerals

Please refer to the Wedding or Funeral policy.

8. Rights of the Church

OPC reserves the right to:

- a. deny the application for the use of OPC facilities for any reason.
- b. cancel or modify any approved application due to unexpected OPC needs at any time without liability.
- c. terminate the rental agreement immediately without liability or refund if the applicant fails to comply with the rules and regulations of the OPC at any time including during an active event.
- d. Cancel the rental agreement and make a refund without interest in case of cancellation by OPC due to bad weather conditions.
- e. Make alterations to the facilities use policy, procedures, rules, and regulations at any time without prior notice.

9. Liability

OPC assumes no responsibility for lost, stolen or damaged or destroyed items, nor shall OPC be liable for any users' injury or property damage at any time or in any part of the facilities. Renters will be held fully responsible for any injury, damage, or loss of OPC property caused by any person or persons on OPC property as a part of the user group. The user is responsible for the full cost of repair or replacement of property lost or damaged caused by the attendees of the event.

## Section II – Application Procedure

### 1. Request for Use of Facilities

All groups, including OPC groups, wanting to use the OPC facilities must request permission and make arrangements through the church office. The church office is responsible for maintaining the booking schedule for the use of OPC facilities, equipment, and services.

#### 1. OPC Functions

OPC ministries, small groups or fellowships, and members wanting to use OPC facilities for OPC functions must make reservations through the church office.

#### 2. Non-OPC Functions

Members, non-member individuals, outside groups, missions, and non-profits wanting to use OPC facilities for non-OPC functions must make reservations through the church office by submitting a request for facilities use application. The application must be submitted at least 60 days prior to the requested date and may be submitted through regular mail, email or in person. Upon receipt of the application, the church office will notify applicant of availability for the request and suggest alternative facilities, dates or times should requested facilities not be available. Notification by the church office of availability shall not be construed as a request approval.

Upon confirmation of availability by the church office, the application will be referred to Session for consideration. After consideration by Session, the church office will notify applicant of approval or denial. Along with the Notification of Approval, the church office will provide the applicant with conditions of approval and a list of deposits and fees. Once acknowledgement of conditions of approval and payment of all required deposits and fees is received by the church office, the request shall be deemed approved and placed on the church calendar. Acknowledgement of conditions and payment of documents and fees must be made within seven (7) days of the notice of approval or approval will be rescinded.

### 2. Cancellations

#### 1. OPC Functions

OPC ministries, small groups or fellowships, and members must immediately notify the church office of cancellation as soon as possible in order to maximize the availability for other uses.

## 2. Non-OPC Functions

If cancellation is made by the applicant thirty (30) days or more before the function date, OPC will make a full refund subject to a deduction of an administrative fee of the lesser amount of 50% of the use fee or \$100.00.

If the cancellation request is made less than 30 days before the function date, CCC will refund 50% of the rental fee without an administrative fee deduction.

If cancellation is deemed necessary by OPC due to unforeseen circumstances, the full amount of the paid fee will be refunded to the applicant without interest or compensation. Alternatively, the payment may be applied to another booking on a mutually agreeable date.

## 3. Deposit Refund

Deposits will be fully refunded in the event of cancellation by applicant or OPC. Alternatively, the deposit may be applied to another booking on a mutually agreed date.

If no damage, loss, or destruction of property was sustained during the use of the facilities, the deposit will be returned after the event as determined by OPC staff or representative.

In the event of damage, loss or destruction of property that occurs during the use of the facilities, the deposit may be used wholly or in part to remedy the damage, loss, or destruction of property. If the damage, loss, or destruction of property is greater than the deposit, the user shall be liable for payment of the additional cost of repairs or replacement.

## 4. Special Conditions

1. Subject to availability, additional space or change to a larger venue may be granted upon request after the confirmation of the booking, upon payment of additional fees and deposits that are required.
2. Use of non-authorized areas will result in additional charge to the user. All areas rented and services provided will be used only for the time specified in the application. Use beyond the specified time will result in an additional charge to the user.
3. Applicant should communicate with OPC three (3) weeks in advance to ensure proper working conditions of the facilities and equipment. With a repair request of less than two (2) weeks, OPC will not guarantee the completion of repairs or replacement for the function date.

### Section III – Rules and Regulations for Facilities Use

1. All activities must be restricted to the designated time and the room(s) assigned. The facilities must be vacated by the time indicated, including time needed for tear down and cleanup.
2. The maximum number of attendees for the event should not be greater than the anticipated number indicated on the application form.
3. Smoking, alcoholic beverages, profanity, violence, excessive noise, or illegal activity are strictly prohibited anywhere on OPC campus.
4. Thermostats are not to be adjusted in any way. The OPC representative on site can make adjustments upon request at the representative's discretion.
5. Roller-skating, rollerblading, skateboarding, hoverboarding or one wheeling is not allowed anywhere on OPC campus.
6. No pets or animals (except for special needs service animals with certified credentials present) shall be allowed on OPC campus.
7. OPC materials or supplies may not be used unless specifically specified in the conditions of use form.
8. User assumes full responsibility for the conduct of all persons present at the event.
9. User may not alter or remove any permanent or seasonal OPC signs, symbols, or decorations.
10. All areas and corridors leading to and from the event space must be kept clean and tidy. The user is responsible for cleaning and restoration of the facility to its original condition and returning any articles or furniture to their original places.
11. Garbage must be bagged and deposited in the dumpster.
12. All program materials brought by the user must be removed from the event space.
13. Music, signage, literature, and other media that contains inappropriate lyrics, language, or images is not allowed.
14. All children must always be supervised and attended to by two (2) adults, aged 21 or older, in all parts of the campus. For the safety of the children, running is not allowed within the facilities except for organized activities in appropriate spaces.
15. Any use of the facilities for the promotion of any political candidate, party, position, or platform is not allowed.
16. The facilities may not be used for any commercial activity by individuals or groups without a special exception granted by the Session.

OPC member fee schedule

Space	Capacity	Base Fee (4-hour period)	Additional Hour	Deposit
Sanctuary	300	\$500.00	\$90.00	\$1,000.00
Fellowship Hall	75	\$225.00	\$40.00	\$100.00
Fellowship Hall Kitchen *		\$100.00	\$20.00	\$100.00
Small Classroom	10	\$100.00	\$20.00	\$100.00
Large Classroom	15	\$150.00	\$25.00	\$100.00
CLC	150	\$450.00	\$80.00	\$400.00
CLC Kitchen *		\$200.00	\$40.00	\$100.00
Pavilion & Grounds	50	\$250.00	\$50.00	\$100.00

\* Kitchens available for food storage, final prep and service only.

Furniture & Equipment: \*\*

- Chairs
- Round tables
- 8' rectangular table
- 6' rectangular table
- Audio Visual System (requires AV technician)
- Rolling Cart with TV & DVD

Services: \*\*

- AV system technician
- Set up & tear down
- Post event cleaning

\*\* Priced upon request

Section IV: FEE SCHEDULE

Space	Capacity	Base Fee (4-hour period)	Additional Hour	Deposit
Sanctuary	300	\$1,000.00	\$180.00	\$1,000.00
Fellowship Hall	75	\$300.00	\$55.00	\$100.00
Fellowship Hall Kitchen *		\$100.00	\$20.00	\$100.00
Small Classroom	10	\$150.00	\$25.00	\$100.00
Large Classroom	15	\$200.00	\$35.00	\$100.00
CLC	150	\$600.00	\$110.00	\$400.00
CLC Kitchen *		\$200.00	\$40.00	\$100.00
Pavilion & Grounds	50	\$250.00	\$50.00	\$100.00

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Furniture & Equipment: \*\*

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- Post event cleaning

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## Addendum to Facilities Use Policy

### **Guidelines for Application of Facilities Use Fees and Assumption of Liability**

1. Parameters for Application of Facilities Use Fees
  - a. Levels
    - i. 100% charge
    - ii. 20% Discount
    - iii. 50% Discount
    - iv. No charge
  - b. 100% of fees as defined by the Facilities Use Policy will be applied in the following circumstances:
    - i. The facilities use request comes from a non-member or an outside group that is unaffiliated with Oakland Presbyterian Church, and the request is for a one-time, nonrecurring use.
    - ii. The facilities use request comes from a member for a one-time, nonrecurring activity outside the regular ministry and mission of the church (i.e. family reunions, birthday or anniversary celebrations, etc).
  - c. A 20% discount may be applied in the following circumstances:
    - i. The facilities use request comes from a non-Member or an outside group that is unaffiliated with Oakland Presbyterian Church, and is for recurring or multi-day use.
    - ii. The facilities use request comes from a member or parents of a current student at Oakland Presbyterian Preschool, and is for recurring or multi-day use outside the regular ministry and mission of the church.
  - d. A 50% discount may be applied in the following circumstances:
    - i. The facilities use request comes from a mission partner of Oakland Presbyterian Church, as defined by the Missional Outreach Committee.
    - ii. The facilities use request comes from an affiliate partner of Oakland Presbyterian Church, as defined by the Session (i.e. Town of Oakland, Oakland Avenue Charter School, etc.).
    - iii. NOTE: This discount may be applied at the discretion of the Church Administrator, the Session, the Property Committee chairperson, or the Pastor.
  - e. Groups currently using the facilities (i.e. AA, YCM, Scouts) may continue to do so under their previous fee agreement.
2. Approval of Facilities Use Fees
  - a. Any facilities use request that comes before the Session at its regular monthly meeting shall include a recommended application of fees from the Church Administrator, Property Committee Chairperson or the Pastor.

- b. If a facilities use request requires approval of fees before the Session can have its monthly meeting, the Church Administrator or Property Committee Chairperson shall be empowered by the Session to apply fees in compliance with the above parameters.
- 3. Certificate of Liability
  - a. An organization or individual making a facilities use request may be required to provide a certificate liability if planned activities include the risk of injury (i.e. bounce houses, physical games or strenuous activities, etc).
  - b. A certificate of liability shall be presented to the Church Administrator or the Property Committee Chairperson by the organization or individual making the facility use request prior to approval.