

# Facility Use Policy

## *Oak Hill Fellowship Church*

*Revision Date: March 2023*

Oak Hill Fellowship Church owns and meets at 1 W. 4<sup>th</sup> Street, Quarryville, PA and owns/operates the houses at 5 W. 4<sup>th</sup> St. and 306 S. Church St. This policy will further outline who may use the facilities, rules for use of the facilities, and fees and deposits for building use requesting access through Oak Hill Fellowship Church.

### I. **Who may use the facilities?**

- a. Official ministries of Oak Hill and services of Noah's Ark Preschool may use the facility at any time but should ensure coordinated scheduling by contacting the Ministries Assistant.
- b. Any individuals or outside ministries/organizations wishing to use the facility must make a request for use to the Church office. Requests should be made at least three weeks in advance.
- c. Members in good standing can be given permission to use the facilities by the Ministries Assistant as long as their event fits within the below guidelines. The member must be present during the scheduled event.
- d. Non-members' requests will be assessed by the elder team at a scheduled meeting and evaluated according to the below guidelines.

### II. **For what may the church be used?** The building may be used for any activity that is not-for-profit and adheres to the following:

- a. The content and values of the event must fit within our [doctrinal statement, mission](#) and constitution.
- b. Organizations who wish to use the facility must have values and purposes consistent with Oak Hill's mission, values, and beliefs.
- c. The building may not be used for partisan political groups or the personal financial enterprise of any member.
- d. Because we believe marriage is an institution created by God and for God, weddings performed in this facility must be within the parameters laid out by our doctrinal guidelines and [The Way of a Disciple statement](#). Specifically, they must be the union of one biological male and one biological female. The wedding officiant must be approved by the elder team as one who will teach within the doctrinal guidelines at the wedding.
- e. Funeral officiants must be approved by the elder team as one who will teach within the doctrinal guidelines at the funeral.

### III. **What costs will be assessed for facility use?**

- a. The facility at 1 W. 4<sup>th</sup> St. is available to members free of charge for approved events.
- b. A donation of \$25 per hour will be requested from non-members.
- c. If there is a reasonable amount of disposable products used (paper plates, cups, towels, silverware, water, etc.), we request that reasonable compensation be made.
- d. We request appropriate restitution for the breakage of any items in the facility (including but not limited to the structure itself). A security deposit may be requested for larger private events.

### IV. **When may the church be used?**

- a. Priority in scheduling will be given first to events of Oak Hill Fellowship Church, and second to events of Noah's Ark Pre-School.
- b. The facility is available for use any time that these events are not being held.
- c. Arrangements should be made with appropriate people to ensure the facility will be unlocked during the necessary hours.

**What parts of the church may be used?**

- I. The Fellowship Hall, large kitchen, worship center, upstairs lobby, and restrooms are available to those with a scheduled event.
- II. Access to classrooms and/or offices will require special permission.
- III. The sound system and projectors: The sound system and projectors will only be available for use when an approved technician is scheduled. The members requesting use will be required to schedule the technicians. We recommend that if there is any time invested for a non-church event that the technicians be paid directly an amount of no less than \$25.00 per hour.

**How should the building be left?**

- I. The building should be left thoroughly cleaned (see the cleaning procedures list) and ready for use by the next event. Trash must be disposed and clean trash bags replaced.
- II. Any rooms used must be reset to the requested configuration.

**House Properties**

- I. Long term rentals will be governed by a lease agreement.
- II. Unrented houses will follow the above guidelines for usage.

# Agreement

I (we) \_\_\_\_\_ agree to use the facility in accordance with the above policies and guidelines, acknowledging that failure to do so could result in the loss of our security deposit.

Signature of Responsible Party:

Date:

\_\_\_\_\_

\_\_\_\_\_

Signature of Oak Hill Representative:

Date:

\_\_\_\_\_

\_\_\_\_\_