Facility Use Policy

Oak Hill Fellowship Church

Revision Date: September 2026

Oak Hill Fellowship Church owns and meets at 1 W. 4th Street, Quarryville, PA and owns/operates the houses at 5 W. 4th 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 request 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 if their event fits the below guidelines. The member must be present during the scheduled event.
   d. Non-members' requests will be approved by two Elders after evaluating according to the guidelines below.
   e. The Ministries Assistant will coordinate a person to be the point of contact and will establish a plan for accommodating any AV needs before communicating approval back to the user.

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 (available at our website).
   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 individual.
   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. 4th 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 Oak Hill Fellowship Church events and second to Noah's Ark Pre-School events.
   b. The facility is available for use when these events are not 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 parties requesting use must schedule the technicians from our approved list, which will be provided upon request to ensure it is up to date. We recommend that if there is any time invested in a non-church event, the technicians be paid directly at least $25.00 per hour. We will need the names and phone numbers of each technician and officiant no later than 60 days prior to the event date.

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.
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) _First and Last Name(s)_____ agree to use the facility on _YY.MM.DD_____ between __:__ and __:__ in accordance with the above policies and guidelines, acknowledging that failure to do so could result in the loss of our security deposit.

Contact Phone Number:

_____

Signature of Responsible Party: Date:

_____ _____

Signature of Oak Hill Representative: Date:

_____ _____

Post Event Cleaning Procedures List:

(The cleaning closet is located downstairs to the right of the elevator)

- Perform a thorough post-event cleaning, including vacuuming, spot mopping, and surface wiping in all rooms used during the event (this includes bathrooms used).

- Dispose of any trash properly, leaving no leftover food or personal party products behind and replace trash receptacles with clean trash bags. (Orange dumpster located in the parking lot)

- Wipe down and return any rental equipment and any supplies used for the event.
  *If using the fellowship hall, table and chair carts can be found in the Student Ministry Room (this is located at the bottom of the main stairs). Place all tables and chairs on respective carts and leave in the Fellowship Hall at the end of the event.

- Please report all damages right away to ensure your deposit is returned.