

# Mount Olive Presbyterian Church

## Baker Fellowship Hall Usage Request Form

Date Submitted \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Requested Date Event \_\_\_\_\_

Time Begins \_\_\_\_\_ Time Ends \_\_\_\_\_

Description of Event /Program

\_\_\_\_\_  
\_\_\_\_\_

Approximate number of persons expected \_\_\_\_\_

When will you set up for your event? Date \_\_\_\_\_ Time \_\_\_\_\_ Length \_\_\_\_\_

Space Required (check all that apply)

\_\_\_\_\_ Fellowship Hall\* \_\_\_\_\_ Classroom(s) \_\_\_\_\_ Kitchen \_\_\_\_\_ Nursery

\_\_\_\_\_ Parking Lot (for any use other than parking)

### The person in charge will be responsible for:

1. Ensuring that the church's policy for use of facilities is followed. (A copy of the policy concerning use of church facilities is available in the office).
2. Making arrangements for church staff participation.
3. Obtaining a key, opening the building and preparing the space for scheduled event/program.
4. Leaving the property in a clean and orderly condition, locking all doors (inside and out) turning out all lights used, etc.

I have read the policy concerning use of church facilities and agree to the requirements for use of the church building and grounds.

\_\_\_\_\_  
(Signature of Contact Person)

Please return this form to the church office. Requests should be submitted **45 days prior** to the event to allow time for Session approval.

**Office Use Only:** On Calendar \_\_\_\_\_ Kitchen Coor \_\_\_\_\_ Bldg Super \_\_\_\_\_  
Key Issued \_\_\_\_\_ Key Returned \_\_\_\_\_

## **Mount Olive Presbyterian Church Church Use Policy**

The purpose of proposing a usage policy is to promote Christian outreach to the community, as well as offer our facilities to church members, and others who have a desire to have functions within the guidelines of Christian fellowship.

For activities that are sponsored by the Mt Olive Presbyterian Church on a regular basis, an annual review shall be conducted by the Personnel and Planning Committee. They will make a recommendation to Session who will vote to approve another term of use or to decline the request.

For those activities such as weddings, anniversaries, showers and birthday parties, they are to be scheduled per the rules and regulations set forth by the Worship Committee through written request.

In order to define but not limit the use of this facility, the members will be allowed to use it free of charge as long as the conditions below are met. Members are defined as being currently on the roll (either active or inactive) as a member of this church. It will also be broadened to include immediate family members residing in the household.

In order for a non-member to use our facility, they must be sponsored by a church member as defined above. For a person who is not a member of this church, there will need to be a written request submitted which will include the person or organization, the purpose, date, or dates requested, and what facilities will be used. Additionally there will be a fee of \$250.00 imposed to cover the cost associated with operating our facilities. There will also be a \$100.00 refundable deposit associated with the use of the facility. This deposit will be refunded once the facility has been inspected and found in the condition in which it was prior to the activity. Activities that are considered to be part of our Outreach Ministries will be exempt from usage fees.

Anyone using the church will be responsible for arranging the usage of all facilities through the Building and Grounds Committee. They will also be required to clean all facilities and adjust the heat or air conditioning to the level it was found.

All requests for using the church, fellowship hall, or church grounds will be subject to final approval by Session. Church Sponsored activities can and will take precedence at Session's discretion.

Approved by Session 6/25/06