**Oakdale Church**

**FACILITY USE AGREEMENT**

**Building use activities fall under the oversight of Pastor Brian Downing.**

**Requests for building use are managed through the church office. No**

**commitment for building use is finalized until the Use Agreement has been**

**approved and executed through the church office. When possible we will attempt to make our facility available to local organizations and individuals for one-time or short-term usage. So that all church and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Facility Use Agreement. A copy of the approved form will be returned to you once approved. Included in this guide are the following:**

**• Steps to Facility Use Scheduling**

**• Rules and Regulations**

**• Facility Use Agreement**

**• Read and Accept the Facility Use Agreement**

**RULES AND REGULATIONS**

**1. CHURCH PROPERTY - Church property will not be loaned, borrowed, or**

**removed from church premises without prior permission from the Pastoral**

**Staff. Church property such as chairs, tables, tablecloths, etc. may be used**

**when using the facility under the rules herein.**

**2. FACILITY CARE - The church area used by your group must be left clean and orderly with church furniture property returned to its designated place.**

**Garbage and trash must be disposed of in the outdoor trash cans. This is located behind the privacy fence between the church and the playground.**

**3. KITCHEN RULES - Kitchen use must be specifically requested and authorized prior to your event. It must also be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the outside trash cans.**

**4. AUDITORIUM SOUND SYSTEM - The Auditorium sound system is available for use upon request. The system must be operated by trained volunteers or by individuals pre-approved by the pastoral staff. No other equipment may be attached to the church sound system without prior approval. Usage of the sound system requires a $100 fee to hire volunteer to run system. \*Amanda Taylor’s Wedding will not be charged this fee.**

**5. NO SMOKING AND NO ALCOHOL USE ALLOWED - All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts ofthe building. Alcohol consumption is not allowed in the Oakdale Church building.**

**6. BUILDING USE - All groups agree that they will ensure that all event**

**participants leave the building after the event.**

**7. RESERVATION TIME - The reserved room/space may not be used before or after the approved time slot – even if there are no other reservations before or after your reserved time. Only reserved rooms may be used the day of reservation, unless otherwise approved by Pastor Brian Downing.**

**8. SUPERVISION OF CHILDREN - The church seeks to provide a safe**

**environment for children. All users with events that require childcare through the use of the facility are expected to follow the guidelines of this policy including the following:**

**• No fewer than two church pre-approved adults should be present at all times during any program or event where the children will not be with the adults from the renting group at all times. These adults must each be compensated by the renters at $10/hour.**

**• Adult supervision is required at all times both inside and outside of the**

**church property including the parking lot.**

**• Children and/or siblings of group members must stay with the group or**

**under the care of additional adult supervisors.**

**9. FOOD AND DRINK - Anyone using the church property is responsible for**

**cleaning after each use - both inside and outside.**

**10.DECORATIONS - Decorations may not be attached to the walls or doors with tape or anything that will damage the surface. Please seek approval from Pastoral Staff for adhering anything to the walls or ceiling. All decorations must be removed immediately and completely following the event.**

**11.EMERGENCY SCHEDULING CONFLICTS - The congregation reserves the right to pre-empt any facility use agreement in cases of emergencies, such as funerals, natural disasters, etc. Notice will be provided as early as possible.**

**12.STORAGE - Storage space is limited for organizations other than church**

**groups. All organizations using the facility will be responsible for storing**

**accessories offsite unless prior arrangements have been made through the**

**church office.**

**13.BREAKAGE - All persons and/or groups using our facilities are expected to exercise reasonable care and judgment to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which, in the judgment of the Pastoral Staff, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.**

**14.SECURITY - The church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. The church is not responsible for theft or damage to personal property. Always make sure that all doors are locked and that the alarm is set (if applicable) and all lights are off.**

**15.WEDDING - Due to county and state codes and limited space at Oakdale Church we do not permit more than 200 people in attendance at our facility. For a wedding party we permit the use of our auditorium for the wedding ceremony, a bridal room, and a grooms room. Depending on availability wedding parties may be able to have a one and a half hour reservation the day prior to the wedding for a rehearsal. \*Please make note of your desire for a rehearsal in your application on the following page.**

**16.TIME - In order to clean and prepare the facility for our Sunday services all activities held at Canton Church must be concluded and all personal**

**belongings and decorations removed no later than 7pm on Saturday.**

**Specifics of your event:**

**Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*If said event is a wedding do you want a rehearsal time: Y / N**

**Contact Person on day of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Best Phone Number on day of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ending Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Guests Expected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meal: Y / N**

**Number of Tables requested for seating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Tables requested for serving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: Oakdale Church has a limited number of tables available. Any tables needed above amount Oakdale Church owns will have to be brought in or rented at users expense.**

**Event Coordinator: Y / N**

**Media Request: Y / N**

**Microphone(s): Y / N Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Video: Y / N**

**All video or image files must be emailed to brian@oakdalecog.com 1 week prior to event.**

**Fees:**

**Facility Usage Rental: $0**

**Cleaning Fee: $150**

**Event Coordinator: (Optional) $0**

**Media (Optional) $0**

**I have read this Agreement and agree to the terms and conditions.**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL PAYMENT REQUIRED**: $150 to be paid one week prior to wedding.