

Oakland Presbyterian Church

Facility Use Request Form

Event Name and Description:

Event Date and Start/Stop Times:

Name of Organization:

Name of Event Coordinator and Contact Email/Phone Number:

Location of Church requested:

- Sanctuary
- Christian Life Center (not available when the preschool is in session)
- Fellowship Hall
- Parlor
- Outdoor Area

Anticipated Number of Participants: _____

Additional requests or notes regarding the event:

I acknowledge that I have received and read the Oakland Presbyterian Church Guidelines for Sharing Space (pages 2, 3)

Signed: _____ Date: _____

Oakland Presbyterian Church Guidelines for Sharing Space

Oakland Presbyterian Church is a busy place. Its primary purpose is to carry on the ministry of the local church. OPC has an active ministry to children, youth, adults, and senior adults. It has a significant outreach into the community, as well. Our programs and people are our top priority when it comes to use of our building.

Building use falls under the jurisdiction of the Session. The Church Administrator presents all completed facility use request forms to the Session for approval at its monthly meeting. Ensuring that a request form is completed prior to a Session meeting is the sole responsibility of the event coordinator.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. By law, no political rallies may be held on church grounds.

Time Limit

The Church facilities may be used for no longer than 4 hours per event. Session reserves the right to lower or increase the time limit for an event on an individual basis.

Fees

There is no fee for church members or groups that are a ministry of the church to use the facilities. For all other groups, there is a flat rental fee of \$200 per event. For recurring events, a flat monthly fee of \$300 is required. Waiving of fees will be determined by the Session on a case-by-case basis.

Room Setup

Set up for the event will be the responsibility of the event coordinator. If you would prefer that the church's Property Manager set up the event, a set up fee will be applied. Be advised that OPC does not employ a full time Property Manager. Our Property Manager is on campus on a limited basis. He may be available to set up for special events if a request is made in advance.

Sound Systems

The church's sound system and tech system are available upon request. The systems may be operated by a member of the church's tech team for an additional cost, or by technicians who are pre-approved by the Church Session. Equipment provided by the event coordinator cannot be attached to the church's systems through cables or connectors without prior approval. Please note, the best sound system for large groups is in the sanctuary.

Smoking Policy

We have a no smoking policy for all parts of the church, including the parking lot and other outdoor areas.

Alcohol and Drug Policy

The serving, consumption, or use of alcoholic beverages and/or narcotics shall not be permitted at any time on church property, including the outdoor areas. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

Games of Chance

Church policy prohibits the use of games of chance or gambling on the church premises. This includes such activities as raffles or lotteries. Session reserves the right to make allowances on an individual basis.

Parking

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved for handicap drivers. Any damage to vehicles is at the owner's expense; the church is not responsible for lost or stolen property.

Security

Our 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, not leaving them unattended. The church is not responsible for theft or damage to personal property.

Food and Drink

The kitchens in the Fellowship Hall and CLC are available to keep prepared foods cold or warm. In most cases, use of the kitchens to prepare foods is not allowed. If you would like to use the available appliances to prepare meals on campus for your event, please make that request known in the additional notes/request section of this form.

Release and Indemnity

This Release and Indemnity Agreement is between the above-named organization (“Organization”) and Oakland Presbyterian Church.

Now therefore in consideration of this church permitting Organization to use the Property and improvements as described above, Organization agrees as follows:

Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, officers, members, volunteers, and employees from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, officers, members, volunteers, or employees in connection with Organization’s use of the Property, Organization will indemnify, defend, and hold the church harmless from any and all litigation expenses arising out of such claim.

Acceptance of Responsibility

I agree to be responsible for the conduct of those coming to or participating in the activity for which this request is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will leave the church facility in the same condition as I found it, and I further agree that the church property will be used in accordance with the Guidelines stated above. I also hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print Name: _____

Date: _____

FOR OFFICE USE ONLY:	
<input type="checkbox"/> Request Approved	Date _____
<input type="checkbox"/> Request Denied	
<input type="checkbox"/> Fees Waived	

