



# Oak Grove United Methodist Church

[www.oakgrovemethodist.com](http://www.oakgrovemethodist.com)

Policy Regarding Use of Church Facilities

Revised November 2008

10. All facilities must be left clean after removal of flowers, candles, etc.
11. If caterers are employed, they must furnish their own dishes, cups, punch bowls, tablecloths, etc., including dishtowels. The church will furnish the tables and chairs.
12. For safety purposes, **no rice or confetti** will be used on church grounds. Birdseed, rose petals, or bubbles may be used outside the church building.
13. All deliveries are the responsibility of the parties reserving the church property, and the church cannot be responsible for personal items or valuables brought to the church.
14. Florists, decorators, caterers, and photographers shall be responsible for damage of any kind caused by their employees or their equipment. Decorators must not use tacks, nails, tape, glue, or stick-on hooks.
15. Florists, caterers, photographers, decorators, and their employees must conform to the church policy regarding care, use, and reverential respect for the facilities.
16. The Wedding Liaison will be responsible for unlocking the doors before the event and then locking them after the event.

## *Schedule of Fees for Weddings*

**Non-members**

**Members**

<i>Deposit</i>	<b>\$100</b>	<b>none</b>
<i>Use of Facilities</i>	<b>\$175</b>	<b>none</b>
<b>(Deposit is refundable within two weeks after the wedding if the facilities are left in good order and there is no damage—Itemized deductions will be listed)</b>		

*Pastor's Fee: Please contact the minister at the church office. 940-626-4407*

### **Scheduling of Outside Groups for Meetings/Events:**

1. All outside groups planning to use the building and/or the grounds shall complete a Facility Request Form, pay a deposit of \$100, and pay a fee of \$40, which covers the first hour of use. Any event over 1 hour in length will be charged \$20 for each additional hour, payable upon the conclusion of the event. (Note: A member's family reunion is not considered an outside group.)
2. Priorities for scheduling building and/or grounds are as follows:
  - a. Worship services, funerals, and weddings
  - b. Other church programs and activities
  - c. Outside group activities
3. Weddings, anniversaries, and other special family occasions should be scheduled at least **two weeks in advance** to receive priority.
4. When scheduling an activity on the church calendar, a contact person must be listed on the calendar.
5. Short-term requests (4 uses or less) to use the facilities by outside groups may be granted by the Pastor or the Chair of the Trustees, at their discretion. Such scenarios are intended for temporarily displaced groups, community meetings, or one-time events, etc. Long-term requests (greater than 4 uses) shall require approval by the Trustees.
6. One adult member of the church shall be present at least during the first and second meetings/events of any outside groups.
7. **Oak Grove United Methodist Church shall not be liable for damage to or theft of any personal property.**

### Care and Use of the Building for All Events:

1. Every area of the church facilities is to be treated with respect. Every room and area of this church is dedicated to the service of God and the Christian faith.
2. No alcoholic beverages or illegal drugs are permitted on the church property. No smoking is permitted in the church buildings.
3. Groups using the church are liable for all damage.
4. No nails, tacks, tape, glue, or stick-on hooks are to be used on the fixtures, walls, doors, pews, or ceiling.
5. No ball playing or roughhousing is allowed in the church.
6. Storage space will not be available for outside groups.
7. All groups using the church must secure the building upon leaving the facility as follows:
  - returning all tables, chairs, and kitchen items to their proper places
  - turning off all lights and ceiling fans
  - locking all outside doors
  - **NOTE: The heating and air-conditioning are computerized and should not be changed.**
8. The bathrooms, kitchen, and kitchen utensils should be left clean.
9. Those using the facilities must remove all trash from the church building. We have no trash service.
10. All floors must be left in clean condition.
11. Any items left in the church after two weeks will become the property of the church.

12. The Board of Trustees or their designated representative will resolve any conflicts in scheduling or interpretation of the policies.

### Wedding Policy:

1. The bride and groom should schedule the date of the wedding with the church office as early in advance as possible so that it can be placed on the church calendar.
2. The bride and groom are required to sign the reservation form agreeing that they comply with the church policy on use of the building facilities.
3. A deposit of \$100 must be paid when the reservation form is submitted to the church office.
4. All other fees must be paid in full **two weeks before** the wedding.
5. The use of a pianist and/or soloist is the responsibility of the bride. The church does not arrange for either.
6. The bride and groom must present the marriage license to the Pastor at the rehearsal.
7. All photography and videotaping should be approved by the minister in charge of the service.
8. No fixtures, furnishings, or equipment of the church is to be moved without the approval of the Oak Grove Pastor. Anything moved must be returned to the original place before leaving the building on the day of the event.
9. Floor coverings must be used under candelabra. Candelabra will be placed behind the chancel railing. Please use dripless candles. Those who put up the decorations must remove any wax not caught by the protective floor coverings.