

Oakland Baptist Church
P.O, Box 99; 2965 Oakland Church Road
Gum Spring, Virginia 23065
(804) 556-3550

CHURCH USE POLICY

Church property and facilities are primarily intended for and committed to the functions and mission of Oakland Baptist Church. The congregation endorses the maximum use of its facilities by members in church-related activities and accepts its responsibility to the community to share its facilities for meritorious community activities where practical.

Arrangements for use of the facilities for weddings, funerals, or other functions must be arranged with the Deacon Fellowship who has the responsibility to approve/disapprove each request. Use of the building will be on a first-come, first-serve basis with priority given to church-related meetings. No same-sex Wedding Ceremony or any other event that violates Christian values will take place at Oakland Baptist Church.

Persons who use the church facilities will be responsible for damaged or lost property both inside and outside the church.

Members and immediate family who use the building for functions such as family reunions, birthday parties or bridal/baby showers, must clean the building themselves or make prior arrangements with the Deacon Fellowship to handle the custodial duties after the event. Members are responsible for locking the building and turning off lights unless otherwise advised. Immediate family includes mother, father, grandfather, grandmother, and children of the member only. All others will be charged as non-members.

The setting of the sanctuary should not be changed in any manner without authorization from the Deacon Fellowship.

1. **Equipment.** Equipment shall not be moved from its original place without authorization. If authorization is given, arrangements must be made to return all equipment to its original place immediately after the event. All kitchen equipment, including dishes and silverware, are to be washed, cleaned and returned to storage areas immediately after use.
2. **Decorations.** No tacks, nails, tape or other material that will deface church property shall be used. Flowers and candles must have bases or stands to support them. Candles must be dripleless and surfaces protected. Decorations such as streamers or flowers shall not be attached to pews in a manner that will leave permanent marks or damage.
3. **Flowers.** The Deacon of the week (at the time of the event) should be contacted by the person responsible for flowers and decorations to arrange for a time for decorating prior to the event. This applies to all members and nonmembers.
4. **Removal of flowers and decorations** shall be done immediately after the event so that the facilities are ready for the next scheduled activity.
5. **Alcohol and Tobacco.** No alcoholic beverages are to be served on the premises. Smoking and vaping are not allowed inside the building. Only allowed in parking lots or pavilion.

6. **Dancing.** Dancing is not allowed on the church premises.
7. **Rice.** No rice shall be thrown at any event.
8. **Fees**

Members:

The facilities of the church shall be made available to all members without cost if they choose to clean the building themselves after the event.

A donation is suggested for the use of the building.

If the member chooses not to clean the premises after an event, a \$100.00 custodial fee will be charged prior to the event to pay for a cleaning crew.

Non-Members:

For non-members, a security deposit of \$100.00 must be paid at the time of the reservation. If the premises are found to be clean and without damage after the event, the security deposit will be refunded to the non-member.

Fees for non-members for use of the church to be paid at the time of the reservation:

Large events: (50 people or larger)

Use of the Sanctuary \$250.00

Use of the Fellowship Hall \$200.00

Small events: (49 people or fewer)

Use of the Sanctuary \$150.00

Use of the Fellowship Hall \$100.00

If the non-member chooses not to clean the premises after an event, a \$100.00 custodial fee will be charged prior to the event to pay for a cleaning crew.

Other Fees:

There is an honoraria fee to be paid to each the Organist and Sound Operator if they are needed for the event and shall be paid directly to the individuals.

suggested fee of \$100 each

Only Oakland sound team members are allowed to use our sound equipment.

These fees cover normal use of electricity and temperature control, as well as the general wear and tear on the facilities. They are not designed for profit or moneymaking.

An extra cleaning charge may be assessed at the Deacons' discretion.

9. **Organ/piano.** If Oakland's organist is not being used for the event, the organist must contact Oakland's organist for instructions regarding use of the organ. **The piano and organ shall not be moved from its location.**
10. Weddings ending after 9:00 p.m. are an option offered to **church members only**.

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Deacon _____
Custodial Service Requested? _____ Yes _____ No

MEMBER - EVENT RESERVATION FORM

TYPE OF EVENT: _____

Date & Time of Event: _____

Name of MEMBER Making Reservation: _____

Address: _____

Home Phone #: _____ **Work or Cell Phone #:** _____

Email Address: _____

Time Needed in Church Prior to Event: _____

Rooms needed: Sanctuary Fellowship Hall Classroom
What decorations are planned? Candelabra Windows Pews Unity Candle
Number of people expected: _____

Please Complete for Weddings:

Date & Time of Rehearsal: _____

Name of Bride: _____

Address, if different from above: _____

Contact Phone #: _____ E-mail Address: _____

Name of Groom: _____

Address, if different from above: _____

Contact Phone #: _____ E-mail Address: _____

How many persons are expected to attend the wedding? _____

How many persons in the wedding party? _____

Name and phone # of presiding minister: _____

Name and phone # of organist: _____

Name of Florist: _____

If permission is granted for the use of the facilities as requested, I agree to abide by the Oakland Baptist Church Use Policy & Cleaning Policy.

Signed

Date

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Deacon _____

Custodial Service Requested?
____ Yes _____ No

EVENT RESERVATION FORM

TYPE OF EVENT: _____

Date & Time of Event: _____

Name of Person Making Reservation: _____

Address: _____

Home Phone #: _____ **Work or Cell Phone #:** _____

Email Address: _____

Time Needed in Church Prior to Event: _____

Rooms needed: Sanctuary Fellowship Hall Classroom
What decorations are planned? Candelabra Windows Pews Unity Candle

Please Complete for Weddings:

Date & Time of Rehearsal: _____

Name of Bride: _____

Address, if different from above: _____

Contact Phone #: _____ E-mail Address: _____

Name of Groom: _____

Address, if different from above: _____

Contact Phone #: _____ E-mail Address: _____

How many persons are expected to attend the wedding? _____

How many persons in the wedding party? _____

Name and phone # of presiding minister: _____

Name and phone # of organist: _____

Name of Florist: _____

If permission is granted for the use of the facilities as requested, I agree to abide by the Oakland Baptist Church Use Policy & Cleaning Policy. I further agree to pay the appropriate fees in advance of my event and to pay for any and all damages exceeding the \$100.00 security deposit.

Signed

Date

Oakland Baptist Church
CHURCH CLEANING POLICY

**ITEMS MARKED WITH A * MUST BE DONE REGARDLESS
OF WHETHER CUSTODIAL SERVICE IS REQUESTED**

- * 1. Clean up the kitchen and leave it as you found it. Wash and put away all dishes and utensils used.
- 2. Clean up floor in the fellowship hall and kitchen, mopping up any spills (mops are located in each kitchen).
- * 3. Return all tables and chairs to the original position that you found them.
- * 4. Remove all trash from the premises. The church cleaning crew is not responsible for removal of the trash from your event.
- * 5. Check Sanctuary and all areas used to make sure they are in order .

I agree to abide by the Oakland Baptist Church Cleaning Policy. If I choose to pay a custodial fee, I agree to complete those duties denoted in this policy with an "".*

Signed

Date