

Facility Use Policies

(revised 5/12/10)

In order to provide good stewardship of our building and property the following guidelines for usage must be adhered to.

1. All regularly scheduled church programs and ministries will take priority over other requests for use of the facilities
2. All non-church ministry related activities are subject to approval by staff, can only be scheduled within 6 months of the event date, and are subject to cancellation for a church activity unless it is within 2 months of the event.
3. Use of the facility must not conflict with the identity and purpose of OSLC.
4. A written event request form must be completed by all groups and individuals who desire to use the facility.
5. All groups and individuals are required to provide set up and clean up of the spaces utilized. In situations where deemed necessary by our Business Administrator, our custodian will be employed and costs assumed by the organization or Group Sponsor.
6. All spaces must be returned to the order and arrangement they were in upon arrival.
7. A Group Supervisor must be present during the event. All events must have adult supervision (18+).
8. It is the responsibility of the Group Supervisor to turn off lights and lock doors throughout the building upon completion of their event.
9. There is no storage space available for any groups not specifically OSLC ministries.
10. Legal organizations with Certificate of Insurance must provide a copy to the office prior to the event.
11. Any equipment, supplies, or items damaged or misplaced will be repaired or replaced by OSLC and the cost assumed by the sponsoring organization or Group Supervisor.
12. Activities must conclude by 10 pm (unless approved prior to the event by the Business Administrator).
13. The use of alcoholic beverages or drugs in any form is prohibited upon the premises of OSLC.
14. Smoking is prohibited in the buildings of OSLC. Please deposit cigarette butts appropriately and do not litter.
15. OSLC facilities are not available for commercial/ for-profit purposes (i.e. Pampered Chef)
16. Use of organ, projection in sanctuary, and sound must be provided by an approved OLSC staff member or volunteer.

I have read, understood, and accept the responsibilities listed above.

Group Supervisor Name _____

Signature _____

Date _____