

# OLMSTED COMMUNITY CHURCH

7853 Main Street, Olmsted Falls, Ohio 44138  
Phone: 440.235.3326 email: [office@olmstedchurch.org](mailto:office@olmstedchurch.org)  
[olmstedchurch.org](http://olmstedchurch.org)

## FACILITY USE POLICY

Approved by Executive Council May 8, 2019

### POLICY OVERVIEW

Olmsted Community Church (OCC) recognizes that providing its physical facilities in support of other compatible Christian organizations and programs can increase our outreach and ministry in service to God and our community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interest of the church. The intent of this policy is to establish consistent procedures, fees and rules for use of our church facilities. This policy excludes the Olmsted Community Preschool. This policy excludes memorial services; however this policy does apply to the use of Fellowship Hall, the kitchen and any other rooms requested for receptions associated with these events.

All individuals and groups desiring to use church facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by the Church Administrator. Further, all fees must be paid in full to officially book a room for an event. An exception to this timeline is use of the facilities on a recurring basis, for which payment of fees is due the 1<sup>st</sup> week of each month. Payment of fees or donations for use of church facilities may be paid by cash, check or through the church website. Renewal of permission to use stated church facilities depends, in part, on satisfactory compliance with requirements during the previous period of use. Groups that use the facilities on a year-round basis must renew their application each January 1<sup>st</sup>.

The Church Administrator and the Administration Planning Group of Olmsted Community Church reserve the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in the church's best interest. **Room(s) will not be available before or after scheduled starting and ending times. Be sure to include setup and cleanup time in your scheduled time.**

### RULES AND REGULATIONS

1. All individuals or groups desiring use of the church facilities and/or equipment in Category/Priority 2, 3, or 4 must have a signed Facilities Use Request/Agreement approved by the Church Administrator. The agreement acknowledges the group's intent to abide by the Facility Use Policy and to accept responsibility for any damages to the church facilities and/or equipment.
2. Permission to use church facilities or equipment by Category/Priority 2, 3, or 4 shall not include liability on the part of the church for property damage or personal injuries resulting from facility use activities.
3. Any damage to property or items must be reported to the church office. Deposit a signed note with details in the church office door mail slot and/or email the Church Administrator:  
[office@olmstedchurch.org](mailto:office@olmstedchurch.org)
4. The individual or group (Category/Priority 2, 3 or 4) will be responsible for any loss/damages occurring during their use of the facilities. The church, or its representatives, is the sole judge as to the extent of any damage. Olmsted Community Church will determine charges for any damage.

5. The using group must be an organization whose purposes and activities contribute to the welfare of the congregation or community. Further, the using group's practices and beliefs must be compatible with the practices and beliefs of Olmsted Community Church.
6. NO Alcoholic beverages or illegal drugs are NOT permitted on church property or grounds.
7. Smoking is NOT permitted inside any church building or in any entry way to the church.
8. Firearms are NOT permitted on church property or grounds.
9. Unless specific exception to this rule has been granted in writing by the Church Administrator, outside groups using church property or facilities may not charge a fee or receive monetary remuneration for services rendered on church property, except to defray:
  - a. Church usage fees
  - b. Instructional expenses for materials and leadership
  - c. Organizational dues or assessments to meet group operating expenses
10. All children on church property must be under adult supervision. Children leaving the room for any reason must be accompanied by an adult. Youth groups using the facility and/or equipment must have adequate adult supervision.
11. Decorations used must not be attached to the facilities without specific approval in writing. No permanent decorations are allowed. Decorations must not damage the facilities or furnishings in any way. The user group must remove all decorations when finished using the facilities. No balloons are permitted in Fellowship Hall because there is a fire sensor that beams across the ceiling, and balloons set it off and bring the fire department.
12. Candles are not permitted unless for ceremonial use only in the Chapel/Sanctuary. Lit candles must be placed on a plate or in a holder.
13. Beverages containing dyes which might stain carpets, counters, etc. (i.e., Kool-Aid®, red punch, grape drinks, etc.) are not permitted because of the difficulty of removing stains caused by these drinks.
14. The communion table may not be used for any purpose other than its primary symbolic function.
15. Do not touch the organ in the Sanctuary. Use of the organ requires prior approval by the OCC Organist.
16. No food or drinks are allowed in the Fireside Room. Do not move the furniture in the Fireside Room.
17. Kitchen items including dishes, utensils, pots, pans and appliances are not permitted to be used unless the kitchen rental has been included in the agreement or prior arrangements have been made with the Church Administrator.
18. User groups will be responsible for leaving the facilities in a condition that is comfortable for the next using group. For example, all furniture and equipment must be returned in its customary position, and the kitchen left in clean condition.
19. User groups are responsible for cleaning up and trash removal:
  - a. Trash cans must be emptied and trash taken to our dumpster in the parking lot – close the dumpster doors
  - b. Tables clean, floors swept/vacuumed, windows closed and locked
  - c. Check the bathrooms to make sure they are in order before leaving
  - d. Recycled items should be rinsed out and placed in blue container marked "Recycle"
  - e. Dirty plates, coffee grounds, plastic bags or tin foil should NOT be placed in the recycle container
20. No facilities, equipment, furniture, or kitchen items shall be added, modified, loaned out, moved, or removed without prior approval from the Church Administrator.
21. Facility use hours are based on the schedule of events. Individuals and groups must include time required for setup and cleanup in the starting and ending times requested.

22. At no time shall equipment or facilities other than those covered by prior approval be used.
23. Any changes in the room(s) being used must be approved by the Church Administrator prior to use. DO NOT CHANGE ROOMS WITHOUT PRIOR ARRANGEMENTS BEING MADE. Additionally, groups using the facility unscheduled will be asked to vacate to accommodate those scheduled.
24. When the Olmsted Community Preschool is in session, no one is permitted in the preschool areas.
25. All weekly/monthly meetings must have current contact information of at least one individual in case of questions, concerns or scheduling issues.
26. This application is not approved until the Church Administrator confirms it in writing to you. Phone reservations will not be taken.
27. Failure to comply with the Facility Use Policy will result in termination of facility use.

## PROCEDURES AND FEES

All individuals or group leaders requesting to use the church facilities must read and review the Facility Use Policy and sign all required documents signifying acknowledgment and compliance with such.

1. The individuals or group leaders must complete the following and send to the Church Administrator with the application. This must be received at least a week before the date of facility use:
  - a. Facilities Use Request/Agreement
  - b. Payment of all required room and custodial fees as listed on the Facility Use Request/Agreement
  - c. Waiver of Liability and Hold Harmless Agreement
  - d. Proof of Liability Insurance (if applicable)
2. Questions about the Facility Use Policy should be referred to the Church Administrator. The Administrator can typically be reached in person or by phone during regular church office hours: Monday – Friday, 10 AM to 3 PM.
  - a. Phone: 440-235-3326
  - b. Email: [office@olmstedchurch.org](mailto:office@olmstedchurch.org)
3. Priority for services, programs, meetings or events of Olmsted Community Church may in rare cases require the rescheduling or cancelation of reservations for community events that are in unavoidable conflict.
4. Requests for use of the facilities and/or equipment are to be processed through the Church Administrator at the church office. Activities of Olmsted Community Church have priority over all other requests. Requests will be prioritized and scheduled per the chart below on a first-come, first-serve basis during times that are not anticipated for church activities.

Category / Priority	Group Description
1	Services, programs, meetings or events of Olmsted Community Church
2	Outside service, youth, educational and charitable groups supported by Olmsted Community Church
3	Personal activities of Olmsted Community Church active and associate members
4	Any other non-member or non-profit group

5. Reservations will be held for seven (7) calendar days, at which time any fees due must be paid. If the fees are not paid within seven (7) days, the reservation is not considered confirmed and may be superseded.
6. Cancellation of the activity by the individual or group requesting use of the facility is expected to be within a reasonable time frame and prior to the scheduled event. No show without adequate cancelation notice will result in the forfeit of all fees.
7. No refunds will be considered until after the applicant's payment has cleared.

8. Services, programs, meetings or events of Olmsted Community Church (Category/Priority 1) will not be charged for use of the church facilities. These groups are considered part of the church organization and its activities. Examples of Category/Priority 1 include OCC committees, ministries, and choir.
9. Outside groups supported by Olmsted Community Church (Category/Priority 2) will not be charged for use of the church facilities but they are encouraged to make a donation to help with maintenance and custodial expenses. These groups will be held accountable for any extra expenses incurred by the church as a result of such use. Examples of Category/Priority 2 include Koinonia, Alcoholics Anonymous, Al-Anon and Boy Scout Troop 201.
10. Olmsted Community Church active and associate members (Category/Priority 3) using facilities for personal activities are required to pay custodial fees and any extra expenses incurred by the church as a result of such use. Active and associate members will not be charged room fees but they are encouraged to make a donation for use of church facilities.
11. Other non-member or non-profit groups (Category/Priority 4) will be charged room fees, custodial fees and will be held accountable for any extra expenses incurred by the church as a result of such use.

## **LIABILITIES AND PROOF OF INSURANCE**

1. With the exception of services, programs, meetings or events of Olmsted Community Church (Category/Priority 1), Olmsted Community Church is not responsible for accidents, injuries or loss of personal property in connection with use of any of its facilities.
2. Depending upon the risk factor of the facility use activity, Olmsted Community Church may require liability insurance in an amount of not less than one million dollars. Examples may include category 2 and 4 groups as defined above.
3. A Certificate of Insurance must be submitted with a Facilities Use Request/Agreement for all events requiring liability insurance. The Certificate of Insurance must list Olmsted Community Church as “an additional insured” for dates of individual events or, if use is on an ongoing regular basis, with a more general statement of dates.
4. Exceptions can be made on approval of the Administration Planning Group.

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**FACILITY USE REQUEST/AGREEMENT**

Date/Days Requesting: \_\_\_\_\_ Starting Time\*: \_\_\_\_\_ Ending Time\*: \_\_\_\_\_

*\* Room(s) will not be available before or after scheduled starting and ending times. Be sure to include setup and cleanup time in your scheduled time.*

Name of Group Requesting: \_\_\_\_\_ Estimated # of People Attending: \_\_\_\_\_

Purpose: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ROOMS REQUESTED/FEES:**

Fellowship Hall \$300

Kitchen \$100

Conference Room \$50

Library \$50

Fireside Room \$50

Sanctuary \$600

Music Room \$50

Youth Room \$50

Cleaning Deposit: \_\_\_\_\_

Other Room: \_\_\_\_\_

**EVENT HOST IS RESPONSIBLE TO RESTORE ROOM BACK TO ORIGINAL SET UP, WIPE ALL SURFACES, VACCUUM, AND TAKE GARBAGE TO OUR DUMPSTER IN THE PARKING LOT.**

*To be completed by Church Administrator:*

Rules and Regulations Signed: Yes \_\_\_\_ No \_\_\_\_

Certificate of Insurance Required: Yes \_\_\_\_ No \_\_\_\_ Certificate of Insurance on File: Yes \_\_\_\_ No \_\_\_\_

Waiver of Liability Signed: Yes \_\_\_\_ No \_\_\_\_

Total Fees: \_\_\_\_\_ Total Payment: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Date Payment Received: \_\_\_\_\_

Church Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

(Sign)

*I have read and understand the Facility Use Policy for Olmsted Community Church and the Rules and Regulations:*

**Group Leader/Person in Charge:** \_\_\_\_\_  
(Print Name)

**Group Leader/Person in Charge:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Sign)

**Title:** \_\_\_\_\_

## **WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

1. In consideration for receiving permission to use the church's facilities, I and the group I represent hereby release, waive and discharge Olmsted Community Church from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, and we covenant not to sue Olmsted Community Church, its officers, agents, servants, or employees (hereinafter referred to as releasees) for any damage or harm sustained by any group member, or any of the property belonging to us, whether caused by the negligence of the releasees, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.
2. I further hereby agree to indemnify and hold harmless the releasees from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my group's use of the church facilities, whether caused by negligence of releasees or otherwise.
3. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above named releasees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Ohio.
4. In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same.

**Group Leader/Person in Charge:** \_\_\_\_\_  
(Print Name)

**Group Leader/Person in Charge:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Sign)

**Title:** \_\_\_\_\_