



## Facilities Use Policy (revised 8/4/2015)

### Statement of purpose and philosophy:

We are blessed to be able to serve you through sharing these facilities. Policies and procedures are necessary so that our members, our ministries, and those from our community know how to coordinate and care for the building and grounds in an appropriate manner. Acknowledging that these facilities are gifts from God, we want to use and share them with the following goals in mind:

- Prolong the life of facilities through proper care and maintenance
- Exercise wise stewardship through energy conservation and cost reductions
- Protect people and facilities by defining appropriate safety measures and usage guidelines

Command those who are rich in this present world not to be arrogant nor to put their hope in wealth, which is so uncertain, but to put their hope in God, who richly provides us with everything for our enjoyment. Command them to do good, to be rich in good deeds, and to be generous and willing to share. In this way they will lay up treasure for themselves as a firm foundation for the coming age, so that they may take hold of the life that is truly life.

1 Timothy 6:17-19

### General Use Guidelines:

1. ALL REQUESTS FOR ANY USAGE SPACE on Otter Creek's campus at 409 Franklin Road, Brentwood, TN must be submitted via the Facilities Use Request Form, scheduled, approved and added to the church calendar. ALL signed paperwork is required before a request for usage is approved. A refundable deposit will be required for all non-church events. Donations to offset expenses may also be appropriate.
2. Church/ministry activities are given priority over non-church activities.
3. Only reserved and approved areas may be used for an event, and only for the time reserved.
4. Set up, tear down and clean up are the responsibility of the person or group in charge of the event. Cleaning must be done by the group that schedules the event or by the janitorial service company IF prior approval and payment arrangements are made with the Facilities Minister. Cleaning supplies are available. They are located in designated custodial closets on each floor. Include adequate time on your reservation form and for access to the building and solicit helpers to set up and restore the room at the conclusion of the event.
5. The City of Brentwood's fire codes prohibit the use of candles except in religious ceremonies, such as weddings and worship services, and in the sanctuary only. The OC Candle Policy further explains the limitations and guidelines and is available upon request.
6. Areas used should be made ready for the next use before leaving the building. This includes emptying trash, sanitizing and putting toys away properly, wiping down tables, mopping up spills and vacuuming, if necessary, and restoring order to the room. The church's janitorial service is present Monday-Friday, not on weekends. All areas used (including rest rooms) should be checked by the responsible party and made ready for the next use before leaving the building or property.
7. Lights are to be turned out when leaving the building.
8. No furniture is to be removed from the building (including folding chairs and tables). If furniture is moved, it should be returned to the proper location or if a room is rearranged, the prior set up should be restored.
9. No alcoholic beverages or illegal drugs are permitted on church property.
10. No smoking is allowed inside the buildings.
11. All uses of the sound systems, lighting, technology, etc. must be coordinated with the Technology Coordinator. Fees for technicians are additional and should be contracted separately for non OC events. Only Otter Creek's sound technicians will be allowed to operate the sanctuary sound, light and video systems.
12. Notice of cancellations should be given as early as possible. If the church is not notified when an event is canceled, the deposit will not be returned.
13. Any items, decorations, linens, etc. brought in for an event must be removed at the conclusion of the event. Likewise, any item "borrowed" from elsewhere in the building should be returned.
14. Leftovers may not be left in the kitchens, refrigerators, freezers. Please distribute leftovers to other attendees.
15. Approval from the Executive Minister and the MCC is required, in advance, for any fund-raisers on the property.
16. The church staff expects to cooperate with the user of the facility; however, please understand that our staff has limited time and that their first priority is to the needs of Otter Creek's ministries.

### **Special notes regarding use for non-church events:**

- The City of Brentwood's fire codes prohibit the use of candles except in religious ceremonies, such as weddings and worship services, in the sanctuary only.
- Church events take precedence over all non-church activities (including members' personal events) which may not be confirmed until two months prior to the date of the reservation. The exceptions are weddings which may be confirmed much farther in advance and upon receipt of the deposit. See Wedding Policy.
- In the event an OC member's funeral (considered a church event) must be scheduled against another event (be it member or non-member), the staff will make every effort to accommodate all parties, but the funeral will receive priority.
- A completed "Request for Use" form along with all required fees and deposits must be submitted to the Communications Coordinator before a non-church event can be confirmed. A certificate of insurance and "hold harmless" agreement is required for non-member events.
- OC facilities may be reserved for personal receptions intended to recognize a member's special achievement, such as high school graduation, 50<sup>th</sup> wedding anniversary, civic inductions (Eagle Scouts), etc., where there is a spiritual, religious, worshipful component. The gym, pavilion and playground may be reserved for a member's young child's birthday party (age 7 and under) in a two-hour time slot. No non-OC ministry overnight events permitted, except to host out-of-town church groups.
- Overnight, out-of-town guests are permitted only if a staff person or church member is willing to assume responsibility for them. These guests must be associated with a church or a religious organization and the purpose of their trip must be religious in nature.
- The facilities are not available for use by for-profit individuals or organizations, groups with partisan political affiliations or by organizations with interests in opposition to the mission of Otter Creek Church of Christ.
- Special advance approval from the Executive Minister and the MCC is required for fund-raisers.
- No non-member activities will be scheduled on Sundays.
- Publicity material and public service announcements that include the church's name or logo must have prior approval.
- The lawn, parking lots, and playgrounds are not available to non-members for sports or recreational activities. The parking lots may be made available to the public for special events parking provided the events do not interfere with a church activity and are not in conflict with the mission of the church.
- Non-profit organizations classified as 501C3 may request use of the facility for regularly recurring meetings provided their goals are in accordance with the mission of the Otter Creek Church and special approval is obtained from the church leadership. This would include groups such as Girl Scouts, Alcoholics Anonymous, Bible Study Fellowship and related organizations.

### **Special notes regarding children:**

- Parents are responsible for their children when they are on Otter Creek's campus or at off-site events where no official child or youth supervision is provided. Non-church sponsored activities, even if they occur on OC property or are sponsored by OC families, do not fall under the scope of the Child Protection Policy. This includes life group gatherings, birthday parties, community or civic group meetings, etc. Parents should refer to church communication (e.g., website, bulletin, email) for information about events and activities for which there is church-provided childcare or programming.
- Children should be supervised by least two adults at all times.
- Nurseries, children's classrooms, toys and are to be used only if approved by the children's ministry. Groups using nurseries will be expected to abide by the Nursery Policy.

### **Special notes regarding playground use:**

- The playground is designed for children 7 years of age and under.
- The following are the rules for the playground:  
Be kind: take turns, help others, & keep clean  
Be safe: no glass containers, no climbing on wall or fence, no unsupervised play (at least two adults must be present at all times)
- The playground may be available for members requested use, but may not be reserved during regular church hours, when preschool is in session, or when it conflicts with a planned church ministry event. A member's reservation may be forfeited if the playground is needed for a church activity.
- Reserving the playground does not include restroom accessibility. If restrooms are needed, access to the building must be pre-arranged and those in charge of the event will be responsible for the condition of the restrooms and any other part of the building visited by that group.

### **Special notes regarding kitchen use:**

- Kitchen facilities are available to OC ministries, which are given priority over non-church events.
- Kitchen requests for non-OC events require a deposit that is refundable if the kitchen is left clean and ready for the next use.
- Non-OC events may not reserve more than 60 days out, except for wedding planning.
- Do not leave leftover food or beverages. Please distribute leftovers to other event attendees.
- The following items are available for use by OC ministries on OC property: Paper goods, plastic ware, coolers, chairs, tablecloths and tables. Tables and chairs, kitchen equipment, etc. are not to be removed from church property, except for OC Camp. Tablecloths are not to be removed from church property, except for laundering purposes, and returned to the church office. There will be a fee assessed in the amount of replacement value for any missing or stained tablecloths. Paper goods and cleaning supplies are provided for OC ministries only.
- Please inform the church office of any supplies to be restocked.
- Use of kitchen facilities and equipment are at the risk of the user.
- The person requesting the kitchen as stated on the "Request for Use of Facilities" is the responsible party for the facility. It is the responsibility of the user to leave the kitchen in better condition than it was found. If it is not left in an acceptable state, the user will be called to return and clean it. If a deposit was made for a personal event, it may be forfeited.
- Damages of any kind to the facility, appliances, equipment, etc. should be reported to the church office.
- All items on the 'Kitchen Checklist" are to be completed before leaving the property.

### **Special notes regarding gym use:**

- The City of Brentwood's fire codes prohibit the use of candles except in religious ceremonies, such as weddings and worship services, in the sanctuary only.
- Food and drinks should be limited to the tiled dining area adjacent to kitchen. Additional fees may be required if food or drink is to be consumed in the gym itself.
- Use of basketball goals must be arranged in advance.
- The gym is not available to non-members for sports activities. Sport practices in the gym may only be scheduled by a sponsoring Otter Creek member and that member must be present during the practices.
- Sports practice sessions must be scheduled weekly - the gym will not be reserved for these events more than a week in advance.
- The gym may be reserved for sports practices on Thursdays, if available.
- Failure to leave the gym in readiness for the next event may result in forfeiture of future usage.
- When children are present, at least two adults must be in attendance and supervising at all times, in compliance with the Child Protection Policy.
- Responsible party should check that restrooms are in proper order for the next usage (trash removal, vanities clean and dry, floor clear of paper).
- Sports practices on the lawn must be scheduled through the church office under the same guidelines as the gym; however, no deposit is required. The church will not be open for restroom use after 4:30 p.m.

### **Special notes regarding use of the pavilion:**

- The church office should be notified in advance if the pavilion fireplace is to be used. Fires must never be left unattended, must be completely extinguished and coals must be cool to the touch before the last person leaves the event.
- The church does not provide wood or charcoal for non-church events.
- Reserving the pavilion does not include restroom accessibility. If restrooms are needed, access to the building must be pre-arranged and those in charge of the event will be responsible for the condition of the restrooms and any other part of the building visited by that group.

### **Special notes regarding use of "the Cove" (room 125):**

- No food or drink is allowed in the Cove.
- The sound and tech equipment in the Cove may only be used by an OC sound technician.
- You should contact a Children's Minister for permission and further instructions to use the Cove.

### **Special notes regarding use of "The Gathering Room"**

- This room is reserved for OC "special" events and limited to 50 attendees. Larger groups are better served in the gym and dining area. This room is intended for adult-only events.
- The City of Brentwood's fire codes prohibit the use of candles except in religious ceremonies, such as weddings and worship services, in the sanctuary only.

- Beverages served should not include red food dye or grape juice. Any punch served should be pale in color. Take extra care to thoroughly clean any spills or accidents.
- When the coffee service is used for a personal event, the responsible party should make a donation to offset the expense for the supplies used. Carafes, paper goods, coffee set ups must all be cleaned and stored away, ready for the next use. The service requires a short training session. For use after regular office hours, please schedule the training time with the office in advance to learn how to operate and clean the equipment.

Unusual circumstances may require exceptions to the above guidelines from time to time; however, the office staff will make every effort to ensure that our facilities are used wisely, fairly and appropriately.