

## OAK GROVE BAPTIST CHURCH

### BUILDING USE POLICY

The following guidelines are formulated to be used in conjunction with the Application /Contract for Use of Church Facilities. These guidelines are designed to ensure consistency and fairness when said applications are considered.

1. User shall complete the application/contract. Said application may be obtained from the church office or from the church web site ([www.oakgrovebaptist.com](http://www.oakgrovebaptist.com)).
2. User shall submit the completed application to the Trustees for approval. Applications should be submitted in a time frame which would allow the Trustee review at their regularly scheduled monthly meeting. However, in the event that application submission or Trustee meeting times do not allow for a timely application review, the Trustees shall take vote over email correspondence.
3. User shall check availability of the building with the church office prior to submitting application. The church office may “pencil in” the user’s request but shall not make it a permanent calendar addition until the application is properly approved. ***Church programs shall take priority over special user requests.***
4. A custodian of Oak Grove Baptist Church will be responsible for opening the building, assisting the user, securing the building and ensuring the guidelines of the application are being followed by the user and attendees.
5. Custodian will be paid by the fees collected from the user. Custodians will be paid time and a-half via their regular paycheck.
6. Remaining fees, not utilized in custodian payment, shall be credited to the operations and maintenance account. Fees paid for the use of the kitchen shall be deposited in the kitchen account.
7. Due to our tax exempt status, the zoning of our property, and limitations of our insurance coverage we are unable to conduct any commercial activity on our property.