

Great Oaks Church Building Usage Policy

1) Purpose of Building

Great Oaks Community Church has been richly blessed with a beautiful facility. The hopes and prayers of our church is that God will allow us to utilize this facility to reach our community and those that are not currently attending a church of their own and help all to become "fully devoted followers of Jesus Christ". The building itself is "just a tool" to help us accomplish our mission and the people that comprise Great Oaks Community Church ARE the true work of the Ministry. However, our facility makes much of our ministry possible and therefore the building must be handled with great skill, care, diligence and most importantly, prayer.

The primary purpose of our building is to encourage activities or ministry events and both should support the 5 purposes; ministry, evangelism, discipleship, fellowship and worship. In addition to both church/ministry events the building is available to celebrate life of our church family such as weddings, funerals, anniversaries and reunions. We encourage members and regular attenders to utilize this facility to its full capacity.

Included in this statement are general guidelines that reflect our values as a church and do not supersede polices and practices as contained in the Great Oaks Community Church Handbook. We ask that as you use this facility you treat it with great care and respect as you would your home as this is our church home and used to do GREAT WORK for the Kingdom of God!

Should any scheduling conflicts arise regarding use of the building, they will be considered according to the below priorities**. The hierarchy of use for our building would be as follows:

- a. Regular church functions
- b. Special church ministry functions (after homecoming, parents meeting)
- c. Christian event co-sponsored by Great Oaks (concert, Converge, other seminars)
- d. Individual events requested by members/attenders (family reunions, gym use, etc)
- e. Community events requested by members of our community (GHAA)

** While the above hierarchy lists the general priority for resolving conflicts regarding requests for building use, rarely if ever should a commitment be broken do to a subsequent request.

2) General Guidelines

- a. All activities must be in agreement with FEC beliefs and Great Oaks beliefs and generally accepted Christian conduct
- b. All activities must be conducted in agreement with other church policies
- c. All activities must be conducted in agreement with all governmental rules, regulations
 - i. Please note that special village rules apply to noise, fires, public gatherings, signs, and camping according to GH village annexation
- d. All building or land usage requests should go through the building manager or church office during normal business hours.
 - i. Any first time request should be made a minimum of two weeks in advance. You will receive confirmation by phone or email within one week.
 - ii. Any repeat usage may be requested with a minimum of one week notice.
 - iii. Non-ministry use of the building may only be reserved in one month blocks to provide opportunity for others.
 - iv. All outside organizations should provide proof of insurance
- e. Normal business hours are 8:30am to 4:00pm, Monday-Thursday. The building is closed on the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and New Years Day.
- f. Safety and security considerations are highly valued and must be adhered to at all times
- g. No guns or weapons
- h. No alcohol, illegal drugs allowed in the building or grounds. No smoking within 10' of any entrance
- i. No unauthorized motor vehicles are allowed off road
- j. Great Oaks is not responsible for items lost or stolen. All unclaimed items will be kept for a short period of time, and then donated to a worthy organization.

3) Building Specific Policies

- a. All activities must be in accordance with other church policies
 - i. All building usage must be in agreement with Great Oaks "reducing the risk" policy which requires a minimum of 2 adults with any group. Recommended ratio is 1 adult/10 youth
 - ii. Two unmarried adults of opposite sex may not meet at the church alone after normal business hours

- iii. All building usage must be supervised by at least one 21 yr old
- b. The church building is not to be used in connection with for profit ventures whether transactions take place or not.
- c. Overnight use of the building is only permitted for church ministry use
- d. Electronics
 - i. Electronic equipment may only be removed from the building for ministry purposes.
 - ii. No electronics may be removed from the building without prior consent from the worship pastor. All items are to be checked out and checked in
 - iii. Use of electronics is only by prior training and approval by the worship pastor. Only authorized personnel are permitted in the media mezzanine, backstage or on the stage.
- e. Food and drink
 - i. Red or grape based beverages are NOT allowed in the building.
 - ii. Food and drink in open containers is not allowed on the stage or the media mezzanine.
- f. Decorations
 - i. Nothing may be tacked or nailed into the walls, woodwork or fixtures. Scotch tape IS NOT to be used.
 - ii. Signs on the exterior doors are not permitted without prior approval.
 - iii. Candles may be used only if contained in glass. The flame must not exceed the top of the container.
 - iv. Small items such as rice, glitter, birdseed, play dough, confetti, etc are not allowed in the building
 - v. No pyrotechnics are allowed in the facility.
 - vi. All permanent building decorations require prior approval from the finishes committee
- g. Church equipment is not for personal use and may not leave the building for these purposes.
- h. Sunday building use is usually discouraged, due to usage by multiple ministries of the church.. Care must be taken that Saturday use does not interfere with Sunday services.
- i. All users should take out trash and leave building cleaned up. Unless specifically notified to leave it setup, building should be returned to original setup
- j. All non-ministry use of the kitchen shall provide their own paper goods, food and beverages
- k. All users of the church are responsible for all deliveries and should make arrangements to meet the delivery personally or

schedule in advance during normal business hours with a staff member

- l. Events by non-church members must be supervised by building manager or designee
- m. No dunking or hanging on basketball rims. Only indoor sports equipment is allowed to be used in the building. No kicking of balls
- n. Dancing is permitted and should be conducted in a Christian-like fashion.
- o. Service animals are allowed in the building. All other pets are prohibited.
- p. Building thermostats should not be reprogrammed during events. If a temperature change is needed, please override the current program by pressing the "UP" or "DOWN" arrows on the face of the thermostat.

4) Funerals

- a. Building use fee shall be waived
- b. Please make arrangements with a member of the pastor staff.

5) Wedding Policies

- a. See separate policy

6) Outdoor policies

- a. The church community is encouraged to enjoy the grounds and sports fields around the church to build community and family relationships.
 - i. Informal use during daylight hours does not require advance permission (kite flying, hiking, picnic, unorganized sports)
 - ii. Informal users may not "reserve" areas of the land and are expected to cooperate with other users
 - iii. Groups with prior approval will have priority
- b. Notice for any use after dark must be given to the LT head or building manager
- c. Fires are permitted only in established fire rings. Per village regulations, all fires must be extinguished before leaving the site and no nighttime fires are permitted without 48 hours advance notice. Therefore, any such request must be processed through the Great Oaks church office a minimum of 48 hours allowing for working hours.
- d. Firewood cutting for personal use may be done by permission from the building manager.
 - i. Only dead wood may be cut

- ii. Remaining branches must be either burned or stacked neatly in the woods
- iii. Under no circumstances may downed trees be left overnight in the meadow or pathways through the woods
- e. A key to the SW exterior building door may be checked out from the building manager or church office by advance request. This allows access to a bathroom only for during your event. As church hours are Mon-Thurs, the key may be picked up either the last working day prior to the event and must be returned the next working day following the event.
- f. No hunting on church property
- g. While camping on the church land is encouraged to build family and community relationships, village rules must be adhered to. Please contact the church office for details.
- h. Following any land use, the area should be cleaned up and left as you found it. Please place all trash in the dumpster located near the rear entrance of the church.
- i. No boating or swimming is permitted in the pond
- j. Use of the surrounding grounds and ball fields is discouraged during service times. If used, the use must preserve the reverent atmosphere of the services by minimizing noise.

7) Fee Schedule

	Non-Member
Building use < 50 people	\$25/hr*
Building use > 50 people	\$100 + \$25/hr*
Sound technical	\$50/hr
Kitchen use	\$25 + \$100 deposit

- ** Fee will be waived for less than 50 people, 2X calendar year for members or regular attenders
- Users should expect to pay for any damage, breakage or cleaning beyond usual wear and tear.

8) Church Ministry Use

- a. All regular ministries of the church are expected to follow this policy with the following exceptions:
 - i. Building usage fees are waived
 - ii. Approval for normal events does not require building use approval. Overnight events, community wide outreach,

- events involving organizations outside of Great Oaks and the like should be run through the leadership team.
- iii. One week advance notice should be observed if possible, but will be waived for regular ministries assuming no prior arrangements have been made for the building.
 - iv. Regular ministries of the church should not expect to bump other users of the building if prior arrangements have been made
- b. Regular ministries of the church should recognize that our building is multi-use. Please leave any area used as you found it.
 - c. Please vacuum the area used and carry and trash to the dumpster located near the rear of the building.
 - d. Any permanent decorations to the interior or exterior must be reviewed with the finishes committee.

9) Disaster plan

**** To be developed January with help from Chip Wilmont**