

# OCC Facility Usage Request Form

**Applicant** (Individual or Organization Name): \_\_\_\_\_

Contact Phone#: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Planned Event/Activity: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

To be approved, this request must be completed and submitted to the church office at least one week before the planned event/activity date. This form must be signed by the applicant and have 2 approving signatures, one from an active/responsible church member, and the other from the OCC Board Chairman, Vice Chairman, or their designee. The Responsible Signor must be present at the event. He or she will be responsible for key pick-up and return, and will be responsible for the condition of the property at the end of the event.

Keys for requested facilities must be checked out during regular office hours and returned within 48 hours following the event/activity. Unity Hall keys may be returned in the black, drop box just inside the east set of doors. Keys are NOT to be duplicated.

Church activities will always take precedence but will not supersede your prior approval for a given date unless necessary (i.e. funeral services or meals). Church activities must be approved by the Board to receive precedence. We will make attempts to accommodate your event with other facility areas, or with an alternative date.

Areas of use must be clean and returned to the state in which they were found, and all trash removed from the premises and disposed of, or a minimum fee of \$50 will be charged (The church will define the definition of clean). Please do not enter any areas not indicated in this request. **This request is only for the use of space, seating, and tables. No sound/AV equipment is to be used.** Please do not allow children into any of these areas unattended. No smoking, alcoholic beverages, or controlled substances are permitted anywhere on church property. **Bounce houses, water slides, or similar equipment may not be used for private gatherings on church property.**

I / We acknowledge and agree to the rules and conditions of this contract:

Applicant Signature: \_\_\_\_\_

Requested Areas: (Please check all that apply)

## Unity Hall

- |                                    |                                       |                                       |
|------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Main Room | <input type="checkbox"/> Dining Room  | <input type="checkbox"/> Kitchen      |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Classroom(s) | <input type="checkbox"/> Other: _____ |

## Main Building

- |                                     |                                       |                                       |
|-------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Basement     | <input type="checkbox"/> Kitchen      |
| <input type="checkbox"/> Restrooms  | <input type="checkbox"/> Classroom(s) | <input type="checkbox"/> Other: _____ |

### **Office Use Only:**

Confirmed Approval By: \_\_\_\_\_

Text  Call  Email

Date: \_\_\_\_\_

Key Needed:

Yes  No

Pickup: \_\_\_\_\_

Responsible Church Member (Print): \_\_\_\_\_

Responsible Church Member Signature: \_\_\_\_\_

Request approved by: \_\_\_\_\_ Date: \_\_\_\_\_

We are sorry, but this request has been denied for the following reason(s):

\_\_\_\_\_

# O.C.C. Building Usage Rules

It is the aim and intent of the Orleans Christian Church to utilize our buildings as an ongoing Worship and Educational asset for God's Kingdom. The leadership recognizes its use for all church and certain community activities and, to keep our facilities in the best possible condition, hereby request the following:

1. **This request is only for the use of space, seating, and tables. Sound/AV equipment and kitchen supplies may not be used.** Misuse of facilities may affect approval of future requests.
2. All activities are to be conducted in a Christian manner in all areas.
3. All activities require the submission of a building usage application and receive approval of the Board of Elders and Deacons. Keys may be signed out by the responsible church member for entry into the building(s) and must be returned to the church office within 48 hours of the event's completion. There is a drop box just inside the east doors of Unity Hall for your convenience. **Keys are NOT to be duplicated.**
4. No tobacco, alcoholic beverages or controlled substances may be used anywhere on church property.
5. Adequate, adult supervision must be physically present for all youth activities. Facilities are to be locked when no adult is present.
6. Guidelines for the use of the kitchen and dining area: all areas are to be cleaned thoroughly and utensils returned to their proper place. ***Please bring your own disposable dinnerware and/or supplies.*** Do not leave left over foods, except condiments and the like. These must be in their original, sealed packaging. Make sure the ice machine door is always kept closed, other than when removing ice.
7. Any chairs or tables used or moved should be returned to their proper place after use. Do not use tape on any of the walls or other surfaces. If signs or posters must be posted on any wall, use only approved adhesive materials that will not damage the finish.
8. All areas of use must be cleaned and returned to the state in which they were found. Please put all trash in the proper receptacles. No food or drink is allowed in any carpeted areas. **Any trash accumulated during non-church events must be removed from the premises and properly disposed of.**
9. The heating and air conditioning controls in Unity Hall and the main church building are automatically controlled or adjusted by the custodian. Please do not attempt to adjust programmed thermostats.
10. The last adult to leave any building should check that no water is running in any restroom or the kitchen, all lights are off, no windows are open, and all doors are locked.
11. **No pets** are allowed in any church buildings.
12. **Bounce houses, water slides, or similar equipment** may **NOT** be used for private gatherings on OCC property.

Any concerns or maintenance needs should be reported to the Church Office and the Property and Equipment Ministry Team.

**Thank you for your cooperation!**