

## **OELC Building Use Guidelines**

(last updated July 2017)

**The church is not a hall, nor a public auditorium, but a sanctuary dedicated to God. As such, all things which take place in it must be in keeping with the high purpose to which it is dedicated.**

OELC BUILDING and GROUNDS ARE SMOKE-FREE, which includes NO smoking in bathrooms or anywhere on church property.

**Facility Use:**

- a. Setting up of tables and chairs for special events, weddings, funerals, etc. is to be done by the custodian or building attendant on duty. Make prior arrangements using the event setup form to convey the needs of your group.
- b. The custodians will do all clean up, i.e. sweeping, vacuuming, mopping floors, replacing tables, chairs, and other equipment.
- d. No rice, birdseed, or bubbles may be used in church facilities or outside the front doors. No tacks or tape on or in the walls, ceilings or woodwork.
- e. No alcoholic beverages (other than wine used for worship/ceremonial occasions) may be served on the church property.
- f. No controlled substances, gambling or weapons are allowed on church property.
- g. No food or drinks in the church sanctuary.
- h. Access to OELC is to be limited to space that is rented. Other areas are to remain locked.

**Phone Use:** church phones are available for emergency or local calls only.

**Unlocking and Locking the facility:** the custodian on duty will take care of unlocking and locking the main entrance.

**Approval Policies:**

OELC reserves the right to refuse the use of the facility to any individual or organization whose purpose is contrary to God's Word and the mission of our church.

Individuals and organizations may use the OELC facility on a first-come, first-serve basis at the discretion of the staff and/or council. However, the various congregational ministries and organizations have priority use of the facility.

I understand the guidelines listed above and agree to adhere to them.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_