Seven Oaks Church of Christ
290 State Route 97
Mayfield KY 42066
270-247-5201 – www.sevenoakschurchofchrist.com

Introductory Statement

This building use policy is designed to facilitate an orderly and efficient use of the Seven Oaks Church of Christ building. We feel very blessed to have a functional, large, and beautiful building. With considerable investment in the property and building, we feel that good stewardship demands that we formulate guidelines for the judicious use and protection of our property. We want the building to be used, but also to be properly cared for and maintained. The building use policy is not designed, in any way, to discourage the use of our building, but is designed to encourage the proper care of our facilities to the end that we may all enjoy using the building for many years to come.

We certainly do not view our physical building as a sacred entity in and of itself. We believe it is a tool to be used. It is, however, dedicated first and foremost to worship, teaching, study, and service. To remain true to the teachings revealed in the New Testament, we cannot sponsor, support, countenance, or bid Godspeed to any event in our building that is sacrilegious, against Christian principles, or unbecoming of an individual Christian or to the collective body of Christians known as Seven Oaks Church of Christ.

Priority Scheduling List

A priority list has been devised which will govern the scheduling of all activities in the building. An explanation of this priority list follows:

1. Regular worship periods and regularly scheduled activities ALWAYS take top priority over any other activity's use of the building.
2. Activities of MEMBERS of the Seven Oaks Church of Christ. This category would include activities such as weddings, showers, teas, parties (not-for-profit), receptions, etc.
3. Activities of NON-MEMBERS of the Seven Oaks Church of Christ. This includes such activities as have been mentioned for members.
4. Approved non-profit organizations in the community.

Scheduling

All activities must be scheduled through the church office. The master calendar will be checked to determine that the desired date and time has not already been scheduled. In the case of scheduling conflicts, the secretary will follow the priority list. Reservations can be made no earlier that one year in advance. Non-members must put down a deposit (discussed below) in order to reserve the facility. Once non-members have placed a deposit at least 60 days in advance, members of Seven Oaks Church of Christ will not take priority. Please do not make definite plans or advertise the event until the activity has been officially placed on the master calendar.

Fees Schedule

We wish that it were possible for us to make our building available to individuals and appropriate groups at no charge. Utility costs, rising insurance rates, general

maintenance costs, and custodial care expenses, however, simply prohibit such a generous policy. The following guidelines will be used to determine fees assessed:

1. Members of Seven Oaks Church of Christ will NOT be charged for the use of the building. However, members are expected to either perform clean up or pay the custodian for the additional time required.
2. Non-members of Seven Oaks Church of Christ, as well as non-profit organizations, are subject to a usage fee of $250.00 for the use of the entire facility. These fees, as well as an additional deposit of $100, will be required to reserve and use the building. The $100 will be refunded following the event if the building is left clean and in order.
3. Non-members of Seven Oaks Church of Christ, as well as non-profit organizations, are subject to a usage fee of $50 for the use of only the kitchen and multi-purpose room. An additional deposit of $50 will be required, but refunded following the event if building is left clean and in order, or the deposit can be used to pay for custodial services.

Recreation

Dancing, gambling, or the use of alcoholic beverages is prohibited anywhere on the church property at all times. Smoking is prohibited in the building.

Music (Non-worship assemblies)

Secular, instrumental music may be used by recording only. NO MUSICAL INSTRUMENTS OF ANY TYPE MAY BE INTRODUCED INTO THE FACILITY. All music must be approved prior to the event. Soloists, quartets, choruses, and other vocal ensembles may be used. All music chosen should reflect good taste and reflect Christian morals.

Building Access and Lighting

Please arrange building access through the office staff and/or custodian. Also, please consult the staff or custodian to locate lighting and explain its usage. Also, the custodian can help in adjusting heating and cooling requirements.

Sound and Recording Services

Our auditorium and entire facility is equipped with a sophisticated sound and video system. This equipment is not to be operated by anyone except a church representative. If you wish to use the audio or video system, please discuss this with the church staff. Operators from the church can be supplied, but compensation should be rendered directly to the individual. The office staff can discuss the possibilities of the system.

Children

We request that children not be allowed to run free throughout the building or left unattended in the nurseries at any time.

Furniture

We are very proud of our beautiful furniture. If you have a need to move the pulpit furniture, please consult the office staff, because there are audio/video concerns in their move. You are welcome to move furniture in the building, when the need exists, but we ask you to return it to the original location and treat it properly.

Damages

The individual who schedules an activity for the building will assume responsibility, on behalf of his/her group, for any damages that may occur to the building or to its furnishings, resulting from their use. Failure to adhere to this building use policy will result in the forfeiture of the entire deposit.

Contract

We ask that you fill out an informational sheet for our records. This will serve as a contract. Please submit your fees and deposit with the contract to the church office.

Additional Supplement for Weddings

We are pleased that you would desire to use our facility for your wedding. We will try to assist you in making this a memorable and special day. The elders of Seven Oaks Church of Christ ask that the following guidelines, in addition to those contained in the Building Use Policy, be observed during all rehearsals, weddings, and receptions in the church building.

Ministers

Our local ministers are always happy to discuss your wedding ceremony and the sacredness of marriage in the sight of God. We, as a church, strongly encourage each couple to undergo pre-marital counseling. Our ministers typically require this in several meetings with you before agreeing to perform the ceremony. We do ask that the primary minister conducting the service be connected with the Church of Christ or approved by Seven Oaks Church of Christ before the ceremony.

Order of Service

We encourage you to structure your wedding as you choose. Please notify us if there will be anything out of the ordinary with your service. We do strictly enforce the music policy listed above allowing instrumental music over the speakers, but not allowing actual musical instruments to be moved into the facility. Please choose music that is in good taste.

Rice, Confetti, and Birdseed

In order to protect our building from undue damage and to facilitate the cleanup process, we request that confetti not be thrown anywhere inside or outside the building. Rice and birdseed should not be thrown anywhere WITHIN the church building, it may be used outside.

Candles and Flowers

We require that only automatic drip-less type candles be used.

Florists and Caterers

Florists and caterers are responsible for setting up and taking down their equipment. Florists and caterers should expect to remove their equipment on the day of the wedding.

Dressing Rooms

You may use our facilities for dressing of the wedding party. We simply ask you return furniture and the entire classroom to the way it was before you used it.

Policy Approved – November 2006

Contract

Type of Group

( ) Member of Seven Oaks Church of Christ
( ) Non-member of Seven Oaks Church of Christ
( ) Approved Non-profit Community Organization

Date of Activity:_____ Time of Activity:_____
Nature of Activity:_____
Desired Areas: ( ) Auditorium ( ) Multi-Purpose room
( ) Kitchen ( ) Nursery

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Contact:_____ 2nd Contact:_____
Address:_____ Address:_____
Phone: _____ Phone:_____
Cell:_____ Cell:_____

Responsible for Building

The person who is reserving this building takes responsibility for the building for their group, organization, or event. They are required to have the building clean and in order after the activity. If this is not done, or there is damage to the facility, the deposit will be forfeited. As stated in Building Use Policy if you do not desire to clean up please arrange for the church custodian to accomplish this task with you paying him/her directly.

All fees (usage fees and deposits) are to be paid at the time of reservation unless other arrangements are made. Your reservation is not secured and placed on the master calendar until this contract is submitted and the fees and deposit are paid.

I have read and understand the policies of the elders concerning the use of the Seven Oaks Church of Christ building. I hereby agree to abide by each and all of the terms set forth in this policy. I also agree, on behalf of my group or organization, to make restitution of any damages or furnishings which may occur as a result of our activity.

_____ _____
Signature of person reserving building Date

_____ _____
Signature of person responsible for building Date

_____ _____
Signature of church representative Date

Has activity been placed on the Master Calendar? _____Yes _____No

Wedding Information Sheet

Date of Rehearsal:_____ Date of Wedding:_____

Minister:_____ Phone:_____

Bride: _____ Phone:_____

Mother:_____ Father:_____

Groom:_____ Phone:_____

Mother:_____ Father:_____

Activities

Director:_____ Phone:_____

Florist:_____ Phone:_____

Catering:_____ Phone:_____

Audio / Video: _____ Phone:_____

Custodial:_____ Phone:_____

Fees and Deposits

Paid to the "Seven Oaks Church of Christ"

Usage Fee $_____ Date Received_____

Deposit $_____ Date Received_____