

# Olivet Christian Church

## Facilities Use Policy

The following guidelines have been set for use of the facilities of Olivet Christian Church. A separate, more detailed guide has been developed for using the facilities for weddings.

1. The use of all church facilities will be at the discretion of the minister and/or a representative of the Olivet Property Committee.
2. Olivet Church reserves the right to limit use of the facilities.
3. A fee will be charged for using the church facilities. (*see "Fee for Use" guidelines*)
4. An additional custodial fee of \$100 will be charged.
5. Groups may use permanent items in cupboard, if washed and returned to proper storage space.
6. Consumable items, such as paper goods, are not to be used unless replaced or a charge will be incurred to replace consumable items.
7. No smoking will be allowed inside the church facilities. Please place cigarettes in outside ashtray and not on ground.
8. No alcoholic beverages will be allowed in the church facilities or on church grounds.
9. No food or drinks in the sanctuary.
10. No firearms will be allowed on the church property.
11. In case of damage to facilities or excessive clean up, the church may request reimbursement. Facilities must be left in good condition.
12. A check for \$500 will be required of all groups using the Olivet facilities, the check will be returned to you within 30days of your event as long as there has been no damage done to the property of Olivet.

### **Fee for Use:**

Activities that are classified as "community betterment" will not be charged a regular fee.

Activities that are community or service organizations will not be charged a regular fee.

Activities that are designed as profit oriented will be charged a fee based on the type of activity.

Active participants of Olivet Christian Church and their immediate family members will not be charged for using the facilities. They are asked to schedule the use of the church facilities well in advance of the needed date.

Non-participants will be charged for using the church facilities and are requested to reserve the facilities at least three weeks in advance.

Fees for use of the church property may vary and will depend on type of activity and attendance of function.

Non-participants using church facilities will be assisted by a church representative and a fee may be required

Fee includes the cost of general clean-up of church facilities (*see above*)



## Olivet Christian Church (Disciples of Christ)

1991 S Olivet Rd Columbia, MO 65201

Phone: 573-442-0336 email: [olivetcc.office@gmail.com](mailto:olivetcc.office@gmail.com) or website: [www.olivetchristian.org](http://www.olivetchristian.org)

### Application for use of Church facilities

**Contact Person:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Organization:** Name: \_\_\_\_\_

**Event:** Name of the Event: \_\_\_\_\_

Date: \_\_\_\_\_ Open Church by: \_\_\_\_\_

Time of the event: \_\_\_\_\_ Ending time: \_\_\_\_\_

**Set up date:** Date: \_\_\_\_\_ Open Church by: \_\_\_\_\_

Time of event : \_\_\_\_\_ Ending time: \_\_\_\_\_

**Number of people expected** \_\_\_\_\_

I/We (group or individual named above) agree to pay for any damages or loss to any structure, supplies, contents or grounds as determined by Olivet Christian Church's property committee.

I/We understand and agree that Olivet Christian Church reserves the right to deny rental privilege to anyone at any time; further that Olivet Christian Church may monitor guest activity during the rental period; further, that a rental will be terminated immediately upon discovery of action, activity or behavior on the part of the renter that is deemed by the Church representative (s) to be dangerous, illegal or illicit, or damaging to the reputation of Olivet Christian Church. I/We understand that Olivet Christian Church does NOT provide accident or health insurance for persons while using our facilities. The renting group or individual agrees to indemnify and hold harmless Olivet Christian Church and its employees or any other person(s) against loss or expense including attorney's fees, by reason of liability imposed by law upon Olivet Christian church, except in cases of the organization's sole negligence for damage because of bodily injury arising out of or in consequence of the agreement, whether such injuries to person(s) or damage to property are due to, or claim to be due to, any passive negligence of Olivet Christian Church.

I/We have read the copy of the standards and policy for use of Olivet Christian Church, which will be shared with all members of the group and agree to abide by the on-site procedures, policies, rules and regulations. I/We agree to all of the above conditions, taking full responsibility for all activities conducted on our own while on church property, and will leave the premises in a neat and clean condition.

I/we agree to a \$500 deposit which will be returned within 30 days of the event barring no damages have been done to the building and property of Olivet Christian Church.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_



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Phone: 573-442-0336 email: olivetcc.office@gmail.com or website: www.olivetchristian.org

### Name of Organization

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#### Olivet Christian Church Facilities use (please circle all that apply):

#### Non-refundable Deposit required at time of Booking: \$50 (applied to total cost)

Sanctuary:	Yes	No	\$100
Outdoor Worship Center:	Yes	No	\$100
Reception in Fellowship Hall:	Yes	No	\$125
Multipurpose room:	Yes	No	\$125
Kitchen Use:	Yes	No	\$40 (+) light use
Classroom Use:	Yes	No	\$30 each

#### Additional fees:

##### Fellowship Hall / Multipurpose room Extended past 4 hours

\$30 x \_\_\_\_\_ (# of hours) = \$ \_\_\_\_\_

##### Classroom use extended past 4 hours

\$10x \_\_\_\_\_ (# of hours) = \$ \_\_\_\_\_

A \$500 check is required 1 month prior to the event and will be returned within 30 days of the event as long as there has been no damage done to the building or property of Olivet Christian Church.

A custodial fee of \$100 will be charged.

**Total Amount Due \$** \_\_\_\_\_

Amount of deposit: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Amount owed 1 month prior to the event \$ \_\_\_\_\_

Date payment is needed \_\_\_\_\_ Date Paid in full: \_\_\_\_\_

Prices listed above are for 4 hours or less, any activity (excluding weddings) will be charged \$30 per hour for each additional hour for the Multi-Purpose Room and Fellowship Hall and \$10 extra per hour for each additional hour for the classroom/ kitchen.

The minister reserves the right to adjust the prices to meet the needs of the person(s) or organization using the facilities.

\* Price of classroom(s) may vary with number of rooms being used.

\*\* Kitchen use where only light refreshments are served. If a meal is to be fixed using kitchen facilities, there will be an additional charge of \$100. You must furnish your own paper goods. If a catering service is used and only minimal use of kitchen for preparation and clean-up, there will be a \$50 charge.

**Confirmation & balance required 1 month in advance.**

Signed \_\_\_\_\_ Date \_\_\_\_\_