

# **Presbyterian Disciples Church**

**102 East 12<sup>th</sup> Street  
Pawhuska, Oklahoma 74056  
(918) 287-4040**

## **GENERAL POLICIES AND PROCEDURES FOR USE OF FACILITIES**

In furtherance of the sacred trust, both from God and from former generations who labored to provide these facilities, the Council of Elders of Presbyterian Disciples Church of Pawhuska, Oklahoma has established these policies and procedures governing the use of church facilities.

### **Procedure for scheduling use of facilities**

1. **Advance Request:** Request for use of church facilities shall be made in advance a minimum of four weeks prior to the date of requested use.
2. **Request Form:** There shall be a Request for Use of Facilities form available in the church office, which must be fully completed and signed by the requesting party.
3. **Tentative Approval:** At the time of Request for Use of Facilities form is provided to the requesting party, the church office will consult the church master calendar and advise the requesting party of any scheduled conflicts with the date sought for use.
4. **Council of Elders Approval:** All Request of Use of Facilities forms shall be reviewed by the Council of Elders of the church. The Council of Elders retains the sole authority to approve or disapprove of any requested use. Notification of the Council of Elders decision shall be provided by phone/text/email to the requesting party identified on the Request for Use of Facilities form. No tentative date obtained from the church office shall be confirmed or finalized until the Council of Elders approval of the request is provided.
5. **Priority Use:** Organizations of, or activities for, Presbyterian Disciples Church shall have priority for scheduled facilities use.

### **Policies for use of Church property**

#### **General Policies**

1. The sanctuary of the Church may be used for religious services, services of religious music, ecclesiastical meetings, academic ceremonies, and similar observances.
2. Church groups planning any special use of any part of the church structure should notify the church secretary or minister in advance so that availability may be checked on the church calendar and the janitor may be instructed for any special arrangements.

3. Church groups serving food or drink are expected to see that all kitchen equipment is cleaned, dried, and replaced in its proper storage place. (Dishwashing is not one of the janitor's duties.) There will be no alcoholic beverages or tobacco products on any church property.
4. Any person who moves additional furniture or equipment into any part of the church structure for special use is responsible for removing the same after each use.
5. Use of any part of the church structure by group of high school age and under must be under adult supervision at all times.
6. Any use of church building by any groups must be under the direction of some member of the church. (This includes use of church for non-church activities.)

**Policies for Non-church Activities**  
**(Includes members when acting apart from any church organization or activity)**

1. Furniture, etc.: Chairs, tables, or any furniture or fixtures belonging to the church may not be loaned or rented without consent from the Council of Elders.
2. Public Service Basis: The church facilities are available free of charge to individuals and groups for meetings of a religious, educational, or charitable nature. Consent must still be obtained by following the procedure for scheduling use of facilities.
3. Rental Basis: Ordinarily, the church facilities are not available for outside groups for a strictly social or entertainment event and never for a profit-making event.

Exceptions:

- a. Member families or Presbyterian Disciples Church may rent the Fellowship Hall for a private social or family gathering and assume full responsibility for proper chaperoning and the care and protection of church property.
- b. Members may rent the Parlor or Fellowship Hall to entertain a club or group of which they are members.
- c. Non-members may rent the Parlor or the Fellowship Hall for a shower or reception following a wedding held in this church. (There is no charge to members for use of the Parlor or the Fellowship Hall to hold a wedding reception or shower. See "The Wedding Service")
- d. The church facilities may be rented for election purposes at the rate provided by law but not to exceed our rate.
  - \$20.00 per election
  - \$25.00 election training school

e. Uniform rental rates for a, b, c above:

Parlor and Kitchenette      \$ 50.00/meeting  
  \$ 20.00/additional room

Fellowship Hall and Kitchen    \$125.00/meeting

4. Responsibility: Outside persons and groups using the church facilities whether on a public service or a rental basis shall assume the following responsibilities.
  - a. Leave all furniture in the rooms in which it was found.
  - b. See that all kitchen equipment is cleaned, dried, and replaced in its proper storage place.
  - c. Pay for any damages to furniture, equipment, or the church structure, which occur as a result of your use.