

POLICY FOR USE OF CHURCH FACILITIES

(Revised July 2009)

We are very thankful for the wonderful facilities that the Lord has given to Lake Oconee Presbyterian Church (LOPC). We want to use these facilities in such a way that would meet the approval of our Lord. Due to the importance LOPC places on proper Christian marriage, our limited resources are to be directed to supporting weddings of members and children of members.

I. USE OF FACILITIES:

- A. The use of our church facilities will be restricted to normal worship, weddings, funerals, and receptions for members* and/or organizations that are ministries of this church. Any other organization, group or person must obtain specific permission from the Deacons.
- B. The use of LOPC for weddings for those who are not member/family member or who wish to use an outside minister is generally not allowed. Couples wishing to use our facilities for a wedding must complete *four pre-marital counseling sessions* with our minister. Variances to this area of the policy require Deaconate approval and must be consistent with Session guidance.
- C. Use of church facilities including the pavilion and playground are to be scheduled through the church administrative assistant.

II. SCHEDULING OF EVENTS:

- A. Permission to schedule a wedding or other major event in the church must be made at least two months in advance but not more than 18 months in advance. Church activities will take priority.
- B. Donations, deposits, and due dates related to reserving church facilities as a “back up” location are the same as if the facility were reserved for normal use.

III. WEDDING GUIDELINES:

- A. The LOPC senior pastor will perform all wedding ceremonies unless other arrangements are approved by the Session. Our Wedding Guidelines and Donation Schedule do not include a stipend for the minister. This is to be determined by the couple who are being married.
- B. Weddings can be scheduled not more than 18 months in advance for members but at least 60 days (two months) in advance. Weddings can be scheduled not more than 6 months in advance for non-members but at least 60 days in advance. The date for a large wedding will be confirmed after receipt of the application and a \$200 deposit.

* “Member” defined as member or frequent attendee and their immediate family

- C. In weddings of more than 25 guests, the wedding must include the use of LOPC's wedding director who will work with the bride and her parents. The wedding director will provide normal wedding access to the church. The donation for this wedding director is not included in the church facility donation.
- D. The music used in weddings must have prior approval by the LOPC wedding director and the LOPC music director.
- E. The use of the church Narthex for a small wedding reception with a wedding cake and refreshments is permissible for the donation listed in the attachment. The caterer must provide all supplies. The church cannot accommodate large wedding receptions but will provide a list of other facilities in the area if requested. For a reception requiring the use of the kitchen, at least one person trained in the use of LOPC kitchen equipment must be present.
- F. Because of the small size of our kitchen, use of the kitchen for cooking, washing of dishes, or use of church dishes is not permitted.
- G. Use of drip-less candles will require strict adherence to safety standards. In the event of candle wax dripping on the carpet or equipment, the florist/marrying couple shall be liable for any damage.
- H. In using the sanctuary for the wedding and the classrooms for dressing, it is assumed that there will be minimal set up and cleaning required after use by the wedding party.
- I. Weddings must be complete and the sanctuary available for cleaning by 7:00 p.m. on Saturday nights in order for the church to be ready for Sunday morning service.
- J. All other LOPC church use guidelines apply.
- K. Wedding donation schedule. (*See Appendix A.*)
- L. Plastic protectors must be placed under any potted plants or flowers.
- M. Arrangements must be made with church Deacons for admission to unlock and lock the church following events that do not conform to normal business hours.
- N. Leasing of facilities assumes there will be minimal set up and cleaning by the Church.

IV. DONATIONS PAYABLE:

* "Member" defined as member or frequent attendee and their immediate family

- A. For a large wedding, a deposit of \$200 is required with the wedding application. The remainder is payable in full two weeks prior to the event. If the donations are not paid on a timely basis, the event will not be held in the church.
- B. No refunds will be made if the event is cancelled less than seven days prior to the scheduled event. If the wedding is cancelled because of a death in the family, the donation less the deposit will be refunded. If it is rescheduled to another available date, no additional donations will be required.

V. FUNERALS:

- A. There will be no charge or donations for funerals of members, regular attendees, church employees or their immediate family.

VI. GENERAL GUIDELINES:

- A. No alcoholic beverages will be consumed on church property (buildings or grounds).
- B. No intoxicated individuals will be allowed on church property (buildings or grounds).
- C. The use of any tobacco product is not permitted in any building on the church grounds.
- D. We expect all activities to be within the bounds of Christian behavior.
- E. Any decorations must be tastefully done, not to mar the building, and the Deacons have the authority to approve or disapprove any decorations.
- F. There will be no glitter or rice used in our facilities. Birdseed or bubbles may be used outside the building.
- G. Use of lighted candles will require strict adherence to safety standards.
- H. Organizations using our facilities must sign an agreement indemnifying the church and staff against liability and damage to facilities and person(s) and provide a Certificate of Insurance against such liability and damage. (*See Appendix B*) This agreement is not required for weddings or other approved functions of church members utilizing church facilities.
- I. Church facilities are not available for fund-raising activities.
- J. A church appointed sound technician must be used for the electronic equipment.
- K. Photographs may be taken during the wedding ceremony only from the rear of the sanctuary using no flash.

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- L. A church appointed wedding director will be present for both the wedding and the rehearsal. For weddings with fewer than 25 attendees, the director is not required.
- M. Florists are required to contact the church office one week prior to the service for final arrangements and entry into the church. The florist will be responsible for removing all decorations the day of the wedding. However, a centerpiece may remain at the church to be used for worship services on Sunday if desired.

07/15/2009

Lake Oconee Presbyterian Church

Donation Schedule

Effective July 2004

Weddings

	Members*	Other
Small Wedding in sanctuary Fewer than 25 attendees; no use of sound system; no rehearsal; no attendants. <i>(Does not include stipend for minister.)</i>	\$100	\$ 300
Large Wedding in sanctuary Donation includes use of sanctuary for rehearsal and wedding; two classrooms for dressing; sound system and operator for service; piano but no pianist; nursery for childcare, but not babysitter; and cleaning of the church. <i>(Does not include stipend for minister.)</i> <i>(Requires use of approved Wedding Director, however, donation is not included in above.)</i>	\$300	\$1,300

Additional Facilities/Donations

Additional facilities and donations (for weddings or other uses)		
Sanctuary (if no special cleaning)	\$250 per day	\$ 750 per day
Classroom (if no special cleaning)	\$ 50 per day	\$ 50 per day
Nursery	\$ 50 per day	\$ 50 per day
Babysitter	(At cost)	(At cost)
Pavilion (no sound system)	No charge	\$ 50 per day
Sound system operator	\$30 per hour	\$ 30 per hour
Kitchen coordinator	\$30 per hour	\$ 30 per hour
Pianist for sanctuary	\$100 minimum <i>or \$35 per hour</i>	\$100 minimum <i>or \$35 per hour</i>
Narthex for small reception	\$25	\$25
Playground	No charge	No charge

Appendix A
07/08/04

* "Member" defined as member or frequent attendee and their immediate family

*Lake Oconee Presbyterian Church
113 Scott Road
Eatonton, Ga. 31024*

RELEASE AND WAIVER OF LIABILITY

**PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT WHICH
AFFECTS YOUR LEGAL RIGHTS!**

This Release and Waiver of Liability (the "Release") executed on this date _____, by _____ ("Releasee") in favor of Lake Oconee Presbyterian Church, Inc., a nonprofit corporation, and their trustees, officers, employees, and agents (collectively, "Lake Oconee Presbyterian Church").

The Releasee hereby freely, voluntarily, and without duress executes this Release under the following terms:

1. **Release and Waiver** – Releasee does hereby release and forever discharge and hold harmless Lake Oconee Presbyterian Church and its successors and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or equity, which may arise or may hereafter arise from Releasee's activities with Lake Oconee Presbyterian Church.

Releasee understands that this Release discharges Lake Oconee Presbyterian Church

from any liability or claim that the Releasee may have against Lake Oconee Presbyterian Church with respect to bodily injury, personal injury, illness, death or property damage that may result from Releasee's activities with Lake Oconee Presbyterian Church, whether caused by the negligence of Lake Oconee Presbyterian Church or its trustees, officers, employees, agents or otherwise. Releasee also understands the Lake Oconee Presbyterian Church does not assume any responsibility for or obligation to provide financial assistance, including, but not limited to, health, or disability insurance in the event of injury or illness.

2. **Medical Treatment** – Releasee does hereby release and forever discharge Lake Oconee Presbyterian Church from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with the Releasee's activities with Lake Oconee Presbyterian Church.
3. **Other** – Releasee expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Georgia, and that this Release shall be governed by and interpreted in accordance with the laws of the State of

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Georgia. Releasee agrees that in the event that any clause or provision of this Release shall be held invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Releasee has executed this Release as of the day and year first written above.

Releasee _____

Mailing Address/Street _____

City, State, Zip Code _____

Telephone (Home) _____ (Work) _____

Email Address _____

Witness _____

Appendix B

* *“Member” defined as member or frequent attendee and their immediate family*