



## **Oak Grove Baptist Church**

### Fellowship Hall Usage Policy

Effective Date: March 29, 2026

Oak Grove Baptist Church

# Fellowship Hall Usage Policy

## **Purpose**

The Fellowship Hall at Oak Grove Baptist Church is available for community gatherings, events, and meetings. This policy outlines the usage guidelines to ensure a safe and respectful environment for all users.

## **Eligibility**

Usage of the Fellowship Hall is for active members only. Non-members do not have the right to use the facility unless they have received special prior approval from the Deacon Board.

*Definition of active and inactive members can be found in the “Oak Grove Constitution and By-Laws”*

## **Reservation Process**

1. **Application:** Interested parties must complete a reservation application form, available at the church office or online.
2. **Approval:** Reservations are subject to approval by the church. Applications should be submitted at least two weeks prior to the desired event date.

## **Cleaning Fee**

A non-refundable cleaning fee will be charged for all reservations. This fee covers sweeping/mopping of floors, cleaning of all kitchen and restroom areas. The reserving member is responsible for removing all food, personal items, decorations, and any materials that would impede the cleaning contractor from performing their duties.

## **Payment**

Payments for cleaning fees can be made online, in cash or check, payable to Oak Grove Baptist Church.

## **Usage Guidelines**

- **Hours:** The Fellowship Hall is available for use within certain operating hours determined by the Church. Extended hours may be arranged upon Deacon Board approval.
- **Capacity:** The maximum capacity of the hall is 150 people. It is the responsibility of the reserving party to adhere to this limit.
- **Setup and Cleanup:** The reserving member is responsible for all setup and for removing all decorations, personal items, and trash immediately following the event, unless other arrangements have been approved in advance. Bathroom, floor, and kitchen cleaning will be handled by the church cleaning contractor.
- **Conduct:** All activities conducted in the hall must be family-friendly, respectful, and aligned with the church's values. Alcohol is strictly prohibited, and tobacco use is not allowed inside the facility.
- **Liability:** Oak Grove Baptist Church is not liable for any injuries or accidents that occur during the rental period.

## **Cancellation Policy**

In consideration of other members, cancellations should be submitted to the Church office with as much advance notice as possible prior to the scheduled event, allowing time for proper scheduling with the cleaning contractor and for the facility to be offered to others. All deposits will be fully refunded unless the Church has already incurred a cleaning-related expense.

## **Agreement**

By reserving the Fellowship Hall, users agree to adhere to this policy and are responsible for any violations that may arise during their event.

For any questions or to make a reservation, please contact the Church Office at (770) 534-7987 or oakgrovegainesville.com

## **Responsible Parties in the Church**

Any concerns or questions related to facility use should be directed to the Chair, Co-Chair, or Secretary of the Deacon Board for resolution.