

Oakwood Family Life Center Facility Rental Guidelines

The Oakwood Family Life Center is a ministry of Oakwood Christian Church and exists as a service to our members as well as an outreach to the community. With this in mind, the following guidelines have been established to accommodate both the needs of the community and the church:

Event Guidelines:

1. All events must be approved by the Family Life Minister.
2. All reservations must be made at least 24hrs. in advance of a partial facility rental and 72hrs. in advance of a full court or full facility rental.
3. Events must have one contact person handling all communications & correspondence.
4. Outside entertainment such as music, video, movies, and entertainers are allowed at events, but need to be pre-approved by the Family Life Minister previous to the event.
5. Events scheduled during operating hours should be aware the second floor workout facilities including the walking track are still open to FLC members. Please keep this in mind while utilizing second floor classrooms.
6. Event sponsors are required to self-clean areas utilized after finishing their event. In the event that the building is not returned to its previous condition, the cleaning deposit will not be returned and a cleaning fee will be assessed.
7. Direct marketing businesses may only rent for planning or training purposes. (We do not allow any promotional, sales, or multi-level marketing events.)
8. Rental of gym floor is for volunteer coach rental only. Participants cannot be charged for their participation at our facility and coaches cannot be paid for their coaching while utilizing our facilities. There are exceptions for approved organizational events. (We cannot support or promote businesses or individuals in profiting from our facility and grounds use.)

Facility Use Charges:

- Dining Room:
 - \$50 first 2 hours, \$10 each additional hour
- Kitchen:
 - \$150 first 2 hours (full use), \$50 each additional hour (use of appliances for cooking)
- Gym:
 - Half of gym \$25.00 per hour (other half open to members)
 - Entire gym during hours \$50.00 per hour (commons, racquetball, and 2nd floor open to members)
 - Private gym after hours \$75.00 per hour (includes \$15 per hour site supervisor fee)
- Theater Room:
 - \$50 first 2 hours, 10 each additional hour (by approval only, additional \$25 if tech assistance is needed)
- Classrooms:
 - \$50 first 2 hours, \$20 each additional hour (larger rooms – 422, 423, and Aerobics room)
 - \$35 first 2 hours, \$15 each additional hour (the remaining smaller rooms)
 - Drink Service \$50 (water, tea, coffee and lemonade)
- Entire Facility:
 - \$300 first 2 hours, \$75 each additional hour (during regular business hours)
 - \$350 first 2 hours, \$100 each additional hour (after regular business hours, includes \$15 per hour site supervisor)
- Other charges
 - \$15 per hour - Site Supervisor (after normal business hours)
 - \$30 Bounce House rental
 - \$15 Tiny Town set up

I have read and understand these rules and promise to follow and enforce them to the best of my ability.

Signature(s): _____

Thank you for considering the FLC for your event!!!