

FACILITY USE POLICY

Olathe Bible Church is committed to the use of our church building and grounds by our membership and community organizations and groups. In order to provide maximum usage of our facility as is realistically possible, we ask all users to follow the procedures and guidelines listed below:

1. The use of our facility is restricted to charitable and non-profit organizations.
2. Guest requests can be made 3 months from the desired date of use. Exception: Weddings can be booked 1 year in advance.
3. Any events scheduled must not conflict with OBC's regularly scheduled ministries. We reserve the right to relocate groups to a room of equal or greater size with reasonable notice.
4. Guests must manage their own room set-up if it is different than the current set-up and must return it to the original set-up.
5. A refundable security deposit of \$250 is required of all guests using our facilities. If the all rooms used are clean in returned to their original condition, the deposit is refunded.
6. Our kitchen is available for approved personnel only.
7. The person requesting use the facility must be present at the event and is responsible for cleaning, re-setting the room, locking all doors, and returning the key card. A key card can be obtained during office hours 8:30am-4:30pm M-F.
8. Use of the sound equipment in some areas may require that a technician be hired depending on the needs of the group.