

Mayflower Congregational Church
3901 N. W. 63rd Street
Oklahoma City, Oklahoma 73116

July 11, 2008

UPDATED POLICY ON BUILDING USE

Mayflower makes available its space for meetings of groups and organizations subject to availability and the following conditions:

1. At no time are weapons, tobacco usage or damage to the premises permitted. Alcohol is only permitted for certain Mayflower events.
2. For groups that are composed primarily of Mayflower members, there will be no charge for use of designated space, except the kitchen.
3. For all other groups, there will be a minimum charge of \$50 for use of designated space, payable to Mayflower.
4. For any group, if the kitchen facilities adjacent to Fellowship Hall are used, there will be a charge of \$50, payable to The Plymouth Guild.
5. Mayflower space is normally not made available to for-profit events or individuals, nor will church staff be utilized except for cleanup. Non-partisan political groups are permitted.
6. Groups using space must recognize that space usage may require cleanup or maintenance by church sextons. Groups are strongly encouraged to tip sextons for their cleanup time, with a \$25 minimum.
7. All groups applying for space usage must complete the written Application form attached and submit it to Mayflower 10 days in advance of the proposed dates of usage. Usage is permitted only upon approval of a completed Application and Agreement to Mayflower's Policy.

The Mayflower Board of Deacons reserves the right of refusal on any request it believes conflicts with the mission of the Church. We at Mayflower appreciate the opportunity to offer to appropriate groups our available space under the conditions described.

**APPLICATION FOR USE OF
MAYFLOWER BUILDING SPACE**

Name of Organizations

Type of Event

Responsible Person

Address

Email address of Contact person

Telephone

Name(s) of Mayflower's members in group:

Date(s) of Proposed Use

From: _____ To: _____
Time

Need Answer from MCC Deacons by: _____

Approximate Number Attending: _____

Will event set-up assistance be needed from Church: _____

(Please note item six on the building use policy)

Will kitchen facilities be used: _____

If so, describe usage: _____

My group _____ agrees to observe the Mayflower
Building Use Policy.

Name

Date