



Room Reservation Guidelines and Information

- Individuals, non-profit groups, and for-profit groups are welcome to rent our Activity Room, Fellowship Hall, and Kitchen for a fee. *(Fees will only be waived for church members or non-profit organizations with 501(c)(3) status. If you are unsure whether or not you qualify for free room rental, please reach out to the office.)*

Activity Room: \$50.00 - Up to 25 people, ½ room with table/chairs setup, small kitchenette with mini fridge/dishwasher/microwave

\$100.00 – Up to 50 people, whole room with table/chairs setup, small kitchenette with mini fridge/dishwasher/microwave

Fellowship Hall: \$125.00 - Up to 125 people, large open room setting with chair/table setup available

Kitchen: \$50.00 – Large kitchen with commercial appliances can be an add-on to any other rental

Sanctuary: \$200 – For events after hours, a fee will be assessed for cleanup; see Wedding and Funeral Policies and Pricing

3rd Floor Classrooms: \$25 – Suitable for children, two (2) adults must be present at all times

Youth Room: \$25 – If youth are present, two (2) adults must be present at all times

Nursery: \$25 – Two (2) adults must be present at all times

Playground: \$0 – Included in nursery rental

- For-profit groups are welcome to rent the Fellowship Hall on a recurring basis (pending approval) for \$25.00 per week / \$100.00 per month.
- Please note that if you are interested in using our commercial kitchen for food preparation, all members of your group will be required to have a valid food handler's permit. There will be no exceptions. Please note that Old Stone does not have laundry capabilities so you may want to bring your own hand towels/drying towels, if needed. *(Paper towels are always on-hand and available for use.)*
- Please begin your room rental request by calling the church office to confirm that the space/date/time in which you are interested is available. If there is availability, we will tentatively schedule your meeting on our calendar to temporarily hold the room until you are able to fill out and turn in the Room Reservation Application *(see next bullet)*.
- After confirming availability, please fill out the Room Reservation Application available on our website or in the church office. Our office secretary, pastor, and/or session will review your application and get back to you once a decision is made.
- If there is a charge for the room rental, approval will not be granted until payment is received. Payment can be made via cash or check and can be dropped off at the church office, dropped off in the secure mailbox located on the front porch of the Education Building, or mailed to our address. (644 Church Street, Lewisburg, WV

24901) Please make checks payable to “Old Stone Presbyterian” and note “Room Rental” in the memo line of your check.

- If your application is approved and your meeting time will be held outside of normal operating hours, you must stop by the church office to pick up a loaner key in order to enter the building. We are happy to give you a tour of the facility at that time, and point out entrances/restrooms/trash receptacles/cleaning supplies/heat thermostat/air conditioning thermostat/etc.
- Your room will be set up as requested at the time your application is submitted. However, if you must move the existing furniture around, please return everything to the place in which it was found.
- No decorations, wires, pins, thumbtacks, or adhesive may be fastened to the walls, ceilings, or furniture. Temporary tabletop decorations are permitted but must be removed prior to your departure.
- Old Stone will not provide paper or plastic plates, cups, utensils, napkins, etc. Please be sure to bring your own paper or plastic products if needed.
- The use of other rooms will not be permitted unless additional rental fees are collected in advance. *(This does not include restroom use – restrooms will always be available to anyone in the building.)*
- If your group has any accidental spills or messes, please be sure to clean them up and throw away all trash in the appropriate receptacles.
- Your safety is important to us – please supervise the children in your group at all times. Discourage running or any activity that could potentially result in injury. No ball activities are permitted inside the building. There should be at least one adult for every 8-10 children to ensure proper supervision.
- We ask that each group has a leader assigned to the children present in their group and provide supervision during the entirety of your meeting. There should be no children unsupervised in the church at any time.
- No alcohol or tobacco is permitted anywhere on church property at any time.
- If you need to adjust or turn on the heat or A/C, please be sure to reset the thermostat to the original temperature or turn it off at the end of your meeting, respectively.
- Ensure all lights are off before closing up.
- Ensure the doors are locked before leaving the church property – always double-check just to be sure.
- Please return your loaner key to the church office in a timely manner when you no longer expect to meet at Old Stone. If your meetings will reoccur, you do not need to return your key until your last meeting date. Keys can be returned to the church office or left in the secure mailbox located on the front porch of the Education Building.
- If you are the main point of contact for your meeting and you appoint someone else to lead your group during your absence, please ensure they know all of Old Stone’s guidelines. The main point of contact listed on the room reservation application will be held responsible for any issues we may have during your absence.
- Please report any damage that occurs during a meeting to the church office within 24 hours. Parents or guardians will be responsible for damage to the facility by their children.
- If you need to reschedule a meeting date, please call the church office as soon as possible so we can check our calendar availability. Various groups meet throughout the month, so it is crucial to check with us before rescheduling your meeting to ensure the room hasn’t already been reserved for another group.

- If you need to cancel a meeting date, please call the church office as soon as possible so we can open the room for others to use.

Old Stone Presbyterian Church

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