

Woodland Hills Baptist Church

Facility Schedule Request

☐ NEW Event

☐ RECURRING Event

Date of Request: _____

Event Date: _____

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun Event Name: _____

Is this a recurring event? ☐ Weekly ☐ Bi-Weekly ☐ Monthly What Days: _____

Description of Event _____ Room(s) Requested: _____

Sponsoring Ministry/Group/Organization: _____

Contact Person: _____ Phone: Home _____ Other _____

Set-Up Date & Time: _____ Event Start Time: _____ Event End Time: _____ Room Empty By: _____

If scheduling a wedding, Rehearsal Date & Time: _____ Reception: ☐ Yes ☐ No Room: _____

Will food be served? ☐ Yes ☐ No

Will childcare be requested? ☐ Yes ☐ No

(Paper goods NOT provided by church)

(Contact Bobbie Bratcher @ 392-2983)

***All event publicity, including newspaper articles, ads, flyers, etc., must have prior approval**

AUDIO VISUAL EQUIPMENT NEEDED

Boom Box w/CD & Cassette		Notes: _____
Television with DVD		Notes: _____
Microphone(s)		Notes: _____

MEDIA NEEDS

Sound System		Notes: _____
Video Recording Team		Notes: _____
DVD/Video Presentation		Notes: _____
PowerPoint Presentation		Notes: _____

I have read and agree to the attached Procedures for Use of Church Facilities.

Date

Signature

-----OFFICE USE ONLY-----

Deposit: \$ _____

Amount Due \$ _____

Received: Date: _____ Check # _____

Received Date: _____ Check # _____

Deposit Returned: \$ _____

Custodian: _____

Date: _____ Check # _____

\$ _____ Retained by church due to:

Fees Paid:

Custodial Sound Video Coordinator

Procedures for Use of Church Facilities

Woodland Hills Baptist Church (WHBC) considers the use of its facilities to be a part of its mission, ministry and outreach to friends and neighbors in the community. WHBC is delighted to offer its facilities as a place to hold events and/or meetings in compliance with the following guidelines. The WHBC facilities may be used for activities upon approval and scheduling with the Church staff. At the discretion of the Church staff the request may be taken to the Church membership for approval. Any individual, group or organization, hereinafter referred to as "users", using the WHBC facilities shall be governed by the following rules to insure the facilities are being properly respected, used and maintained in order that said facilities may continue to be available to the community.

1. GENERAL:

- a. As a non-profit, religious organization, Woodland Hills Baptist Church reserves the right to refuse the use of its property and/or building(s) to any individual, group or organization or for any activity that is contrary to its' beliefs, practices and policies.
- b. The use of any portion of the WHBC building or real property for the purpose of personal financial gain, whether individual, group, organization, or entity, shall not be permitted with the exception of Church approved fundraisers for missions or ministries.
- c. The use of alcohol or drugs within the confines of the WHBC property is strictly prohibited. Violation of this rule will be cause for removal of all members of the group using the building and will result in denial of use of the WHBC facilities by the organization in the future. In addition, the proper civil authorities may be contacted to assist in removal from the premises and for enforcement against illegal criminal activities.
- d. The use of tobacco products (whether smoking, chewing or dipping) is strictly prohibited inside the WHBC building(s). If tobacco smoking is conducted on the premises it shall not occur within 30 feet of any door or window opening so as to prevent any smoke odor from entering the building(s). Cigarette butts, matches or other smoking paraphernalia shall be properly extinguished and placed in an outside trash receptacle or dumpster on the Church property or carried off the premises.
- e. Food and beverages may not be brought into the Sanctuary, unless prior approval is granted by the Church. Leftover or uneaten food shall not be left anywhere in the building.
- f. Use of the WHBC building is not exclusive. There could be instances where one or more activities are being conducted within the building(s) at the same time. Respect and consideration must be shown between simultaneous users within the building. Users are expected to have their activity concluded and exit the premises at the agreed-upon time. Failure to do so may be grounds for denying future use of the premises. If a user needs exclusive use of the building for a particular event, such exclusive use must be requested at the time the event is scheduled.
- g. A 24 hour cancellation notice is requested.
- h. Thermostats are set to maintain the most efficient use of heating and cooling systems for the WHBC building. The thermostats should be set not lower than 70 degrees for air conditioning and not higher than 72 degrees for heating.
- i. All events shall be conducted in accordance with all applicable laws, regulations and ordinances of the City, County and State.
- j. In consideration of neighboring property owners, activities shall be concluded no later than 10:00 p.m. unless prior approval is given for a later conclusion time.
- k. All food, refreshments, paper goods, cooking and condiment products, and eating utensils, i.e. paper or plastic plates, napkins, plastic ware, cups, saucers, etc., needed for the user's activity shall be furnished by the user.

- l. The WHBC building or property shall not be used for activities where dancing is a part of the activity.
- m. No animals of any type shall be permitted in the WHBC building(s), with the exception of service animals for visibly impaired individuals.
- n. The use of the upstairs shall be strictly off limits for any activity which does not receive prior approval for a specified upstairs area. If use of the upstairs area is anticipated for any activity, its use must be specifically requested prior to the activity and special consideration given as to what age groups will be using the area and who will be responsible for monitoring the use of the area.
- o. A key may be checked out from the Church office no more than 48 hours prior to the event. The majority of the exterior doors of WHBC are equipped with panic-type hardware that can be locked open using a hexagon type "Allen" wrench. If a door(s) is locked open during an event, the user must disable the locking device to secure the building when the activity is concluded.

2. HOUSEKEEPING:

- a. Each individual, group or organization shall leave the WHBC facilities in a tidy and clean condition including all rooms, hallways and bathrooms that were used as a part of the activity. There are certain tasks that shall be performed at the conclusion of the activity, such as:
 - i) Sweeping (vacuuming of carpeted areas) of floors in all areas that have been used for said activity;
 - ii) Wet mopping fellowship hall floor, in the event that a meal has been served in that area or that it has been soiled by foot traffic during inclement weather;
 - iii) Returning all furniture, i.e. tables, chairs, equipment, etc., to their original location and configuration in the event they have been moved from one location to another because of the activity;
 - iv) Cleaning of any and all cooking appliances, i.e., stoves, pots and pans, coffee makers, warming ovens, etc. that may have been used for the activity.
 - v) Emptying indoor trash receptacles and transporting trash off premises or depositing trash in the Church's onsite dumpster;
 - vi) Do not leave any dirty dishes or containers. Either wash them and put them away or remove them from the premises if they belong to the activity group.
 - vii) Do not leave any uneaten food anywhere in the building, in trash cans or any refrigerator. Please deposit such in the outside dumpster.
 - viii) Check counter tops, refrigerators, stoves and other areas or appliances for food left behind by the activity group.
 - ix) Check to insure that all small appliances that were used (coffee pots, oven, stovetop, toaster, etc.) are turned off or unplugged and have been cleaned. Be sure all water faucets in kitchen and restrooms are turned off.
 - x) Users are responsible for turning off all lights (rooms, halls, bathrooms and entrance ways) at the conclusion of the activity and when leaving the building. However, the emergency lights throughout the building cannot be turned off.
 - xi) Close and lock all doors and windows before leaving. Securing the premises is the user's responsibility unless other arrangements have been made in advance.
- b. Users of the WHBC facilities shall not stick tape to or mark on the floors, walls or ceilings, nor shall nails, thumbtacks or similar items be stuck or driven into the floors, walls or ceilings.
- c. It is the user's responsibility to conserve fuel, water and electricity to the extent possible and practicable. All lights, thermostats, fans, heaters, coffee pots, etc. shall be unplugged and/or turned off at the conclusion of the event prior to securing the building.
- d. Storage areas and closets are used for WHBC supplies such as maintenance equipment and supplies, ministry materials, etc. On-going storage space for items or materials that are not a part of the ministry of WHBC is not available. All items brought in for an activity must be removed at the conclusion of the activity.

3. DEPOSIT, FEES AND INSURANCE:

- a. The fees for the use of the WHBC building(s) and property, for an activity of 8 hours or less, excluding weddings, are listed below. All fees must be paid prior to the time of the scheduled activity. However, a key to the building will not be issued until all fees are paid. The payment of fees and issuance of keys shall be transacted during normal business hours unless prior arrangements are made with the Church staff.

Non-profit organizations and area schools (for school related functions) will not be required to pay a fee for the use of the building. However, the damage/cleaning deposit and applicable fees for audio/video technicians will be required.

- b. The Church staff may waive or modify these fees at their discretion.

FEES

Sanctuary	\$150.00
Old Sanctuary	\$75.00
Fellowship Hall	\$50.00
Sunday School Room	\$25.00

If the kitchen is to be used, separately or in conjunction with any other room, there will be an additional charge of \$25.00. However, the use of pantry items are not included as a part of use of the kitchen. (See paragraph 1.k. above)

A fee in the amount of \$75.00 for the first hour (which includes 30 minute setup) and \$25.00 an hour for each additional hour will be charged for each audio/video technician utilized during the event. Only a WHBC sound technician and/or video recording technician shall be permitted to operate the Church's sound system and/or video recording equipment.

In the event the piano in the Sanctuary needs to be moved for any activity, an additional charge will be imposed to cover the cost of re-tuning the piano.

- c. A \$250.00 Damage/Cleaning deposit will be required for the use of the building. Said deposit will be refunded after a post activity inspection of the building reveals that no damage has occurred as a result of the respective activity. Damage shall be interpreted to include but not be limited to the maintenance, repair or replacement that must be performed regarding: Damaged walls or ceilings, damaged or stained carpet, damaged doors, damaged furniture, broken windows, damaged playground equipment, damaged or missing equipment items, etc. that are accessory to and a part of the WHBC facilities.
- d. A Building Use Agreement (see copy attached) shall be executed by the responsible individual representing the user that is hosting or sponsoring the proposed activity. By signing the "Building Use Agreement", the user agrees to reimburse or otherwise pay WHBC the costs or liabilities, including legal fees, incurred as a result of any and all damages, claims, or suits, or any other legal, equitable or administrative proceedings of any kind or nature, which in any way were or are caused by, result from, or are connected with the user's activities at WHBC. In the event the request to use the building is denied the deposit will be returned.
- e. Each individual, group or organization is responsible for any breakage, damage or missing items caused during their activity. The cost of repairing or replacing any damaged, broken or missing items including the cost of material and labor, will be deducted from the damage/cleaning deposit. If the cost of repair or replacement exceeds the amount of the deposit, the individual, group or organization using the facility will be fully responsible for paying those additional costs. Decisions regarding the damage/cleaning deposit refunds shall be made by a staff member or a committee designated to be responsible for the task. If any portion of the damage/cleaning deposit is retained by WHBC, a letter will be issued to the individual, group or organization explaining why such action was necessary. If all conditions of the Building Use Agreement have been met at the end of the activity, the deposit will be returned within two weeks of the event or one week after the last meeting. However, no portion of the deposit will be returned until the key has been returned to the Church office.
- f. If damage is deemed intentional or due to extreme negligence, user shall be denied future use of any portion of WHBC premises.

- g. By signing the "Building Use Agreement" the user agrees that:
- i) WHBC, its officers, members and/or its employees shall not be held liable or responsible for lost or stolen items.
 - ii) WHBC, its officers, members and/or its employees shall not be held liable or responsible for any user's injury or any injury to anyone attending the user's activity.
 - iii) WHBC, its officers, members and/or its employees shall not be held liable or responsible for any damages to the user's property or damages to any property belonging to anyone attending the user's activity.
- h. By signing the "Building Use Agreement", the user agrees and understands that WHBC makes no representation regarding the condition of its facilities or the suitability of the facilities for the planned use and the user accepts the facilities in an "as is" condition.
- i. WHBC may require that users carry liability insurance, depending on the size of the group and the proposed activity.

4. CHILDREN:

Children are very welcome at WHBC. However, any individual, group or organization using the WHBC facilities shall be responsible for caring for and monitoring any children present at the activity. For the children's safety, the responsible individual, group or organization shall limit any children associated with their function to the area of the building where the main activity is taking place. Since there are areas of the building that could be hazardous, children shall not be permitted to have the run of the building and must be supervised at all times by a responsible adult. Likewise, children shall not be allowed on the playground without the supervision of a responsible adult at all times. A responsible adult shall mean an individual 18 years of age or older.

EMERGENCY INFORMATION

This information is being provided in the event of an emergency while you and/or your organization are using the building.

POLICE/FIRE/RESCUE: CALL 911

The physical address of the church is 313 S. Highway 76, Newcastle.

Emergency contact numbers for church leaders:

Bruce Christian	387-3535
Duane Kendrick	392-9790
Mike Shelton	392-2310