

## **POLICIES AND PROCEDURES FOR USE OF THE CHURCH FACILITIES**

Users of WHBC facilities must, above all else, meet the test of being a credit to God and His work through WHBC. Therefore, all users of WHBC facilities will be expected to show proper respect and concern for them. The following policies must be adhered to regarding usage of the church facilities.

1. Any group requesting use of the facilities should contact the church office to coordinate appropriate dates(s) and time. A release form will need to be signed before the facility is to be utilized.
2. Each group should appoint a contact person. This person will be responsible for getting the key on the scheduled day, signing for it and returning it to the church office before 9 am the day after its use. That person shall ensure that the premises are locked upon leaving. This person is also responsible for signing the release form on behalf of the organization using the facility.
3. The contact person will also be responsible for ensuring that the facility is returned to the same condition as when the group arrived.
4. The following items should be checked:
  - a. All lights – including those in both bathrooms – are to be turned off.
  - b. The thermostat is returned to 60 in the winter and 90 in the summer.
  - c. Any chairs or table that the group set up are to be returned to the appropriate place.
5. The group is to use only that area which they requested. If additional areas are needed, the group contact person will contact the church office to verify availability of additional area(s). At that time, the release form will be so designated.
6. The group is to use the facilities for only the agreed-upon date(s) and time. In the event of cancellation of a specific date, the contact person will inform the church office prior to that date. The group will not arrive before the agreed-upon time and will vacate the premises at the agreed-upon time.
7. The group contact person should notify the church office or the Maintenance Committee chairperson if any damage is incurred during their use of the facilities. Users will be held responsible for the cost of repairing any damage caused as a result of their use of the facilities.
8. A use/cleaning/damage deposit is required of outside groups and will be refunded after satisfactory inspection of facilities used: Key Deposit - \$10.00 Damage Deposit - \$150.00
9. Adequate adult supervision will be required for all functions involving minors.
10. Tacks, nails, tape or other items which will deface property are strictly prohibited.
11. No tobacco (in any form) or alcoholic beverages will be permitted in any of facilities.
12. No church-owned dishes, utensils, or other kitchen supplies are to be used.
13. Items in the refrigerator and freezer may not be moved, but any unoccupied space in these appliances may be used during the event.
14. Food items may not be prepared in the kitchen.
15. The dishwasher in the kitchen may not be used.
16. The kitchen must be left as clean as it was found, and all commercially and privately owned equipment must be moved immediately following the activity.
17. No pets allowed in the facility.
18. No footballs, kickballs, soccer balls, baseballs, softballs, racquetballs or tennis balls will be allowed. No kicking of any balls permitted; no throwing of any balls against the walls permitted.

19. If the above policies and procedures are not followed, the group may lose their privilege to use the facilities.
20. Weatherly Heights Baptist Church reserves the right to pre-empt or cancel any group's use of the facility in the event of a scheduling conflict. Groups using facilities on a routine basis must realize that a significant WHBC function will take priority over the previously scheduled event.
21. Because WHBC desires to serve the widest section of the community possible. Groups have ongoing or continuing permission to use the facilities must resubmit an application by August 1 of each year. Due to changing requirements for the facilities, no group can be assured of continuing permission to utilize the facilities.

Members and non-members must engage the services of the church custodian to clean all facilities used. In the event the WHBC custodian is not available, the church office may designate a church member to carry out the duties of the custodian and received the custodian's fee.

If you will be using a commercial caterer, he/she should sign the "Caterer's Agreement", and it should be turned in or mailed to the church office no later than two weeks prior to the event.