

Westside Baptist Church
Building Usage Policy and Procedures
Updated 2024

The facilities of Westside Baptist Church have been designed, built, and dedicated for the honor and glory of God in and through Jesus Christ. Therefore, as good stewards and desiring to honor God, we set forth these guidelines.

I. WHO MAY RESERVE THE FACILITY

- A. Adult Church Members 21 years & older.
- B. You must make your request at least three weeks prior to the event and always have an adult church member present.
- C. Community organizations or school events must have representation by a Westside Baptist Church member, that will be held responsible for signing out a key and making sure that the guidelines of this policy are followed.
- D. Surplus tables and chairs may be borrowed but must be checked out through the church office. Request to borrow other property will require approval of the facilities manager/staff and checked out through the church office.

II. WHO SHOULD RECEIVE THIS POLICY

- A. Any person, who is the key contact for a group, reserving any part of the Westside Baptist Church facility. The key contact will be required to read this policy and be familiar with the guidelines before using the facility. Thereafter, it will be available for review, should there be any questions.

III. SCHEDULING

- A. All activities must be scheduled at least three weeks before the event, through the church office or on our website, and placed on the calendar after staff approval.
- B. Scheduling will be on a first come, first serve basis.
- C. The WBC Usage Policy agreement must be read and signed in the church office. Any key needed for entering the church should be checked out no earlier than 2 days before the scheduled activity. The key should be returned to the church office within 2 days following the activity.
- D. The person signing the WBC Usage Policy agreement will ultimately be responsible for seeing that all contents of this agreement are upheld and be responsible for anything that occurs.
- E. **All Saturday activities at the church should be scheduled so that the building is completely cleared no later than 8:00 p.m.** This request is made due to the amount of time required to ready the building for Sunday services. If the activity is planned later than 8:00 p.m., arrangements should be made with the facilities manager.
- F. Once your request is approved, a nonrefundable fee of \$50 for the first 3 hours and \$25 for each additional hour must be paid to the church office within seven days of approval, or your event is subject to removal from the calendar.

Westside Baptist Church
Building Usage Policy and Procedures
Updated 2024

IV. GENERAL BUILDING USAGE

- A. Any activity of a questionable nature, one that does not fully comply with the intended use of the facility, or one that does not comply with the church insurance policy will not be allowed. The facilities manager, staff, and/or Trustees will use their discretion to reject or accept any request that has been questioned.
- B. There will be NO SMOKING, or use of any type of tobacco products in the buildings at any time.
- C. There will be NO ALCOHOL USE on the property of Westside Baptist Church at any time.
- D. The applicant is responsible for returning the facility as they found it. Chairs, tables, and other items must be returned to their original position.
- E. Participants in the activity must remain only in the area requested and approved for use.
- F. Heat and air controls MUST NOT be touched or changed by any user of the facility.
- G. Upon exiting the building, all lights must be turn off and doors locked.
- H. It is recommended that music for activities be Christian music. When music is used that does not fall under this classification, the set list needs to be approved by the pastoral staff.
- I. Parents are responsible for their children at all times.
- J. Anything broken or needing repaired must be reported to the facilities manager or church office.
- K. The playground may be used by those having activities at the church; however adult supervision is required with a minimum of 1 adult.
- L. Do not use the preschool and/or KKLC toys in the gym or classrooms.
- M. No tape is to be used on any floors or walls. Facilities manager must approve anything hung on the walls.
- N. If tables and chairs need to be moved from one building to another or from one room to another, the facilities manager must be consulted.
- O. Janitorial supplies (broom, mop, bucket, general cleaning supplies) will be made available. These supplies are also available in the closet located in the men's bathroom near the gym.
- P. Kitchen
 - 1. All non-church sponsored events must provide their own tableware, cups, party supplies, tablecloths, etc.
 - 2. Food or drinks are allowed only in the kitchens, fellowship hall, gym area, or classrooms. No food or drinks are allowed in the worship center.
 - 3. Make sure all appliances are turned off following use.
 - 4. Follow clean up list to return kitchen as it was found.
- Q. Preschool/KKLC wing is not available for use.

Westside Baptist Church
Building Usage Policy and Procedures
Updated 2024

IV. CLEAN UP LIST

A. Kitchens

1. Mop any spills if necessary.
2. Wipe tables off with soapy water.
3. Wash and put away all kitchen items used.
4. Do not leave leftover food in refrigerator or freezer.
5. Sinks are to be cleaned, and disposals run to clear food from drain line.
6. Tables and chairs are to be returned to their original position.
7. All trash is to be bagged, trash liners replaced, and trash removed to outside dumpster before you leave.
8. Turn off small appliances.
9. All the lights turned off.

B. Bathrooms

1. Sweep floor and pick up trash.
2. Water on and around bathroom sinks should be wiped up.
3. Make sure all commodes are flushed.
4. All trash is to be bagged, trash liners replaced, and trash removed to outside dumpster before you leave.
5. All lights turned off.

C. Classrooms

1. Clean dry erase boards
2. Pick up trash.
3. Remove any decorations/Put all furniture back as it was.
4. Return tables and chairs to original position.
5. All trash is to be bagged, trash liners replaced, and trash removed to outside dumpster before you leave.
6. All lights turned off.

D. Fellowship Hall / Welcome Center

1. Tables and chairs should be returned to their original position or stored as they were found.
2. Sweep floors, mop any spills if necessary.
3. Pick up trash.
4. Remove any decorations.
5. All trash is to be bagged, trash liners replaced, and trash removed to outside dumpster before you leave.
6. All lights turned off.

E. Gym

1. Tables and chairs should be returned to storage
2. Floors swept and mopped
3. Trash to dumpster
4. All the lights turned off.

F. Pavilion

1. Clean tables
2. Bag trash and place in outside dumpster
3. All the lights turned off.

Westside Baptist Church
Building Usage Policy and Procedures
Updated 2024

Print Name _____ Phone _____

Signature _____ Date _____

In case of emergency with the building contact:
Terry Thweatt at (270)293-9563