

WISE BAPTIST CHURCH
CHURCH BUILDING USE POLICY
Revised 02.29.12

The Wise Baptist Church (**Church**) facilities have been constructed for worship, education, and fellowship of members of Wise Baptist Church and for those who actively participate in the life of the Church (**Member**).

Facility Use

An ad-hoc committee (**Committee**), appointed by the Leadership Team, will consider all requests for building use.

Requests for use of the facilities shall be through the Church office where one may obtain the necessary information and request form(s). This information may also be downloaded from the Church website.

Members may submit a request to sponsor a non-member to use the Sanctuary, Fellowship Hall, or Youth Building. The sponsor shall complete all forms and will accept the responsibility of being present during all proceedings.

This is a Christian facility dedicated to the glory of God. Therefore, persons using this facility must be compatible with the belief and practices of the Christian faith and tradition.

Facility Use Fee

For Church related activities, i.e. showers, there will be no fee for a Member to use the building.

All non-Church related activities, i.e. Weddings, Garden Club, Sports Banquets, Town of Wise events, will require a fee and all fees are outlined in this document.

Fees must be paid when making a reservation for the use of the facility. Once paid, the requested activity will be confirmed by the Committee and placed on the Church calendar.

WISE BAPTIST CHURCH Use of the Fellowship Hall

Member may obtain a reservation request form in the Church office or download one from the Church website. Member may reserve the Fellowship Hall for a non-Church/community event as long as he/she plans to be present for the entire event. There is a \$25 building use fee for any non-Church/community event, i.e. wedding or anniversary receptions, Garden Club, Sports Banquets, Town of Wise events, etc. This fee must be paid when making your reservation. Baby showers, wedding showers and birthday parties for members of the Church are considered Church related events and therefore will not require a fee.

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Groups using the Fellowship Hall are responsible for leaving the facility clean, taking out the trash, etc. An extensive list of responsibilities is included on the reservation request form.

There is a \$100 custodian fee for wedding receptions, wedding anniversary events and other large non-Church events in the fellowship hall. You may also hire our custodian to clean the facility following a smaller event if you so choose. You will need to negotiate a fee directly with our custodian. All fees must be paid in the Church office prior to the confirmation of your reservation. Once paid, the requested activity will be confirmed by the Committee and placed on the Church calendar.

Guidelines for the Use of the Church Fellowship Hall

1. Smoking and alcoholic beverages are absolutely forbidden on any Church property (Church building and grounds).
2. We ask that you respect all Handicapped parking spaces on the Church grounds.
3. A rehearsal dinner is considered a separate event from the wedding reception. Please discuss this with the Facilities Coordinator at your initial meeting.
4. All persons and activities, except for the use of the restrooms, should be restricted to the Fellowship Hall.
5. Please refrain from dragging the tables and chairs. We ask that you lift and carry anything that needs to be moved.
6. In order to avoid damage to the walls, please do not place tables and/or chairs against the walls.
7. Chairs, tables and other furnishings are not to be moved outside of the Fellowship Hall except by the Church custodian.
8. Return all furniture to its original place at the conclusion of the event.
9. The use of tape, tacks, nails, pins, etc. is prohibited on the walls and fixtures in the Church Fellowship Hall.
10. The Church Minister of Music will need to review at least one month in advance any music that will be used during the event.
11. All food and beverages must be confined to the Fellowship Hall.
12. Children are not permitted in the kitchen.
13. Flowers, decorations and trash must be removed immediately following the event. A dumpster is located outside for your convenience.
14. We must know in advance if you plan to use the kitchen and/or the dishwasher for your event. If you plan on using these items, a short training session will be required.
15. If you choose to use the Church linens, please note there is a fee to do so. The Church will have the linens professionally cleaned upon return. Member shall be responsible to reimburse the Church for the actual cost of the cleaning. To cover the cost of the cleaning, **the Church will require a deposit of \$10 per linen to be paid at the time of the reservation.** Any deposit remaining will be reimbursed by the Church to the member.
16. Any damage due to the misuse of Church facilities by any person will be the responsibility of the member – which would include paying for the cost of repair or replacement, whichever is deemed necessary.

**WISE BAPTIST CHURCH
FELLOWSHIP HALL RESERVATION FORM**

Your Name: _____ Application Date _____
Your Contact Info: Phone (h) _____ (c) _____ Email _____
Group Name: _____
Group Contact Info: Phone (h) _____ (w/c) _____
Group Email address (if available): _____
Date of Activity: _____ Time of Activity: _____
Brief description your activity: _____

I HAVE READ THE ABOVE POLICIES AND PROVISIONS FOR THE USE OF THE CHURCH FACILITIES AND AGREE TO ABIDE BY THEM.

SIGNATURE: _____ **Date:** _____

There is a \$25 building use fee for any non-Church/community event, i.e. Garden club, Town of Wise functions, school banquets, etc. This fee is due at the time of the reservation.

How many people do you expect at this event? _____

Caterer Name _____ Phone Number _____

Will you be using any of the Church linens? _____ The Church will be responsible for having the linens professionally cleaned upon return. Member shall be responsible to reimburse the Church for the actual cost of the cleaning. To cover the cost of the cleaning, **the Church will require a deposit of \$10 per linen to be paid at the time of the reservation.** Any deposit remaining will be reimbursed by the Church back to the member.

Other items (please check any that apply):

- _____ Use of kitchen
- _____ Use of dishwasher
- _____ Furniture moved (chairs, tables, etc.)
- _____ Use of equipment (tv, dvd, etc.)
- _____ Extra classroom

For large events and/or for events that require a lot of furniture to be moved, there will be a \$100 custodian fee, i.e. wedding receptions, wedding anniversary events and other large non-Church events. You may also hire our custodian to clean the facility following a smaller event if you so choose. You will need to negotiate a fee directly with our custodian. All fees must be paid in the church office prior to the confirmation of your reservation. Once paid, the requested activity will be confirmed by the Committee and placed on the Church calendar.

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MEMBER RESPONSIBILITIES

- Make arrangements with the Church office to have the building open for your event.
- Please do not drag the tables/chairs. Lift them to avoid scuffing the wax floor.
- Keep all food and drinks in the fellowship hall.
- All activity should be restricted to the fellowship hall.
- Lock all doors and turn off all lights, including bathroom, when you leave.
- Leave the facility clean – either do this yourself or make arrangements in advance.
 - Take trash out to the dumpster.
 - Wash any dishes used – either by hand or use the dishwasher.
 - Sweep/mop any noticeable spots.
 - If you moved anything, please put it back.
- If you were given a key, return it to the Church office promptly. Key Received: Yes _____ No _____