

**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.

## Guidelines for the use of the WBC Sanctuary

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. The Church organ can only be played by our organist unless permission is obtained in advanced.
4. No sanctuary furnishings may be moved, unless approved by the Facilities Coordinator, except the pulpit and musician's stand. In all cases however, all furnishings will be moved by the Church custodian.
5. Candles may be placed on the communion tables. Other candles may be used in the sanctuary; however they must be metal candles or candles encased in glass globes. All candles should be extinguished with a candle snuffer.
6. Flowers may be used in the sanctuary on the two communion tables or on florist stands.
7. A Church sound technician must be hired if you plan to use any sound equipment, i.e. microphones, CD's, etc.
8. No tape, staples, tacks, or nails of any kind may be used on the furnishings, carpet, pews, walls, etc.
9. All children/youth must be under adult supervision at all times.
10. Unless you have made prior arrangements to leave the flowers for the Sunday service, all decorations, flowers, etc. must be removed from the sanctuary immediately following use of the facility.
11. 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.

**Please complete the following information for non-wedding use of the Church Sanctuary:**

Your Name: \_\_\_\_\_ Application Date \_\_\_\_\_

Group Name: \_\_\_\_\_

Phone Numbers: (h) \_\_\_\_\_ (w/c) \_\_\_\_\_

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:** \_\_\_\_\_