

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:** _____

WISE BAPTIST CHURCH

Use of the Sanctuary for Wedding

Member may request the use of the sanctuary for a wedding; please obtain a reservation form and information packet from the Church office as far in advance as possible. Once your request has been received and approved, our Facilities Coordinator will contact you to arrange a meeting. Below are the fees associated with using the church for a wedding.

Pastor	Love Gift
Church Pianist, if available	\$100
Church Organist, if available	\$100
Church Sound Technician	\$50
Custodian	\$100
Facilities Coordinator*	up to \$200

*The Facilities Coordinator will be responsible for scheduling a meeting at the church with the bride and/or groom to go over the use of the facility, take note of any special requests, and to coordinate access to the building for decorating, etc. She or her representative will also be present at the wedding rehearsal and wedding to handle any last minute needs.

Additional Guidelines for the use of the Church Sanctuary for a Wedding

1. A unity candle may be used if it is on a protective cloth/cover.
2. If flower petals are dropped during the wedding ceremony, an aisle runner must be used to protect the carpet from stains.
3. Church will designate two rooms for use by the bridal party.
 - a. Church is not responsible for any articles lost or left behind.
 - b. Church recommends that personal items not be left in the rooms during the ceremony and/or reception.
 - c. Please only take water into the rooms – no coffee, food, soft drinks.
 - d. Please do not stand in the chairs.
 - e. All articles of clothing, used boxes, and other items must be removed immediately following the event/ceremony.
4. For safety reasons, the use of rice and/or birdseed following a wedding is not allowed inside or outside of the church.
5. The Church Minister of Music will need to approve at least one month in advance any music used in the ceremony.
6. The Church Pastor will take part in the ceremony if available and/or will need to approve the use of any outside clergy.

Your Name: _____ Application Date _____

Phone Numbers: (h) _____ (w/c) _____

Email address (if available): _____

Date of Wedding: _____ Time of Wedding: _____

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

SIGNATURE: _____ **Date:** _____

WEDDING INFORMATION

Wedding Date: _____

Wedding Time: _____

Rehearsal Date: _____

Rehearsal Time: _____

Need access to the building:

Date: _____

Time: _____

Date: _____

Time: _____

Bride: _____

Groom: _____

Parents: _____

Parents: _____

Number of Guests Expected: _____

Maid/Matron of Honor: _____

Best Man: _____

Bridesmaid(s): _____

Groomsmen: _____

Flower Girl: _____

Ring Bearer: _____

Circle or Check All that Apply:

Single Ring	Double Ring
Candelabras	_____
Special Readings	_____
Church Organist	_____
Church Pianist	_____
Church Sound System	_____

Unity Candle	_____
Kneeling Bench	_____
Aisle Runner	_____
Special Music	_____
Vocalist(s)	_____
CDs Provided	Yes or No

Please provide the following information:

Wedding Director: _____ Telephone Number: _____

Florist: _____ Telephone Number: _____

Photographer: _____ Telephone Number: _____

Videographer: _____ Telephone Number: _____

Rehearsal Dinner Time and Place: _____

Reception Time and Date: _____

Couple's anticipated permanent address: _____

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.

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.

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 _____