

**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 Youth Building**

Member may obtain a reservation request form in the Church office or download one from the Church website. Member may reserve the Youth Building 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. 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 Youth Building are responsible for leaving the facility clean, taking out the trash, etc. A list of responsibilities is included on the reservation request form.

There is a \$50 custodian fee for large non-Church events in the Youth Building. 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 Youth Building**

1. In consideration for use of the Youth Building, The Building Use Group will consider that previously planned Youth events will be given priority in scheduling.
2. Smoking and alcoholic beverages are absolutely forbidden on any Church property (Youth Building and grounds).
3. We ask that you respect all Handicapped parking spaces on the Church grounds.
4. All persons and activities should be restricted to the Youth Building.
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 Youth Building except by the Church custodian.
8. Return all furniture to its original place at the conclusion of the event. Note, game tables and television/stereo equipment are generally not to be moved; if such movement is requested and approved, these items shall be moved and replaced only by church custodial staff.
9. The use of tape, tacks, nails, pins, etc. is prohibited on the walls and fixtures in the Youth Building.
10. All food and beverages that are brought in for the approved designated use must be confined to the Youth Building and grounds. Note, food and beverages currently stored at the Youth Building are not for consumption by non-youth events.
11. Decorations and trash must be removed immediately following the event. The Church dumpster, adjacent to the Fellowship Hall, is located outside for your convenience.
12. 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  
YOUTH BUILDING 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 \_\_\_\_\_

Other items (please check any that apply):

- \_\_\_\_\_ Use of kitchen
- \_\_\_\_\_ Use of dishwasher
- \_\_\_\_\_ Furniture moved (chairs, tables, etc.)
- \_\_\_\_\_ Use of equipment (tv, dvd, etc.)

For large events and/or for events that require a lot of furniture to be moved, there will be a \$50 custodian fee, i.e. 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, or tearing at the carpet.
- Keep all food and drinks in the Youth Building and grounds.
- All activity should be restricted to the Youth Building and grounds.
- 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 Church 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 \_\_\_\_\_