

WESTFIELD BAPTIST CHURCH

OUR MISSION

The mission of Westfield Baptist Church is to glorify God by responding to the needs of all people through loving service and open doors.

The facilities of Westfield Baptist Church (WBC) have been designed and built for the use and benefit of the community in furthering the Kingdom of God. Any user of these facilities must respect this as the House of the Lord.

These policies and regulations will serve as a guide to the use of the facilities of Westfield Baptist Church. The facilities discussed include the Sanctuary, the old Fellowship Hall/Kitchen and the new Fellowship Hall/Kitchen.

Westfield Baptist Church welcomes the use of its facilities for any responsible, Christ-honoring function. We have certain guidelines that are designed to prevent any abuse of the property. Westfield Baptist Church and its staff and members are not responsible for accidents of any nature incurred during the use of our facilities.

Policies and Regulations

1. Use of these facilities will be on a reservation basis, first-come-first-served. Reservations must be made through the church office and placed on the church calendar to confirm the date. Should a conflict arise over the use of the facilities, the Church Council or their designee will make the final determination to resolve the conflict.
2. Church members should refer to the current church calendar in scheduling events to avoid possible conflicts.
3. Reservations for use of the facilities should be made with the church secretary by phoning the church office as early as possible, but at least four (4) weeks in advance. If no one is in the office, leave your name and phone number on the answering machine and your call will be returned. A message left on the answering machine does not confirm a reservation. Desire to use the church kitchens must be specified at the time of the reservation. Non-members desiring to use the kitchen facility must make an appointment with the Hospitality Committee Chairperson. The amount of the deposit will be one-half of the total rental/custodial fee with a minimum of \$50. The deposit is due at the time of the reservation with the remaining fees due no later than the day prior to the scheduled event.
4. Approved users of the church facilities will meet with the church representative at an appointed time to inspect the facilities and to complete a rental agreement stating acceptance of the building condition, understanding of these policies and regulations, and to complete payment of remaining fees.

5. Notice of cancellation should be communicated to the church office as soon as possible, but at least 48 hours in advance, to avoid forfeiture of the deposit.
6. WBC reserves the right to deny use of its facilities to any group at any time.
7. Potential users may inspect the facilities of WBC by appointment only.
8. No facility fee shall be charged to church members, organizations sponsored by the church or those organizations providing a ministry or service to the community (i.e. Scout groups, Habitat for Humanity, etc.). Organizations using the facility should be non-profit or cultural groups whose aims, programs and intended use are not contrary to the ideals or purpose of Westfield Baptist Church. The use of the facilities shall not be allowed for profit-making or by commercial groups or individuals, unless such groups or individuals are part of a church-sponsored program, or unless such use is approved by the Church Council or their designee.
9. Members will be responsible for custodial fees when using the church facilities for non-church related activities. A fee schedule is available in the church office. The fee will be refunded if the church is found to have been returned to its original state.
10. Facility and custodial fees shall be charged to other approved groups or individuals. A fee schedule is available in the church office. Any conflict with regard to fees or fee exemption shall be resolved by the Church Council or their designee.
11. Any user (member or non-member) of the facilities of WBC will be held responsible for damages to the building, contents, for missing equipment or supplies and for losses incurred due to the negligence of the user (i.e. theft resulting from failure to lock building after use). WBC shall return the building and contents to its prior normal state and bill the responsible user.
12. Members may borrow rectangular tables and folding chairs only. No other furnishings are to be removed from the church.
13. Room capacities as determined by the Fire Marshall will not be exceeded.
14. WBC will not be held responsible for lost or stolen property.
15. No alcoholic beverages or controlled substances will be allowed on the premises.
16. No firearms, weapons or explosives will be allowed on the premises.
17. No smoking will be allowed in the church facilities.
18. No open flames are allowed unless using a fixed globe on a rigid stand (no walking or standing with candles) and after obtaining a permit from the Fire Marshall.
19. No fixed structures and decorations are allowed in the facilities. All structures and decorations must be temporary and free-standing on the floor without bolts, nails, tape, etc. affixing them to any part of the structure (including carpet, pews, columns, etc.).
20. No sawing, painting, nailing, drilling, construction, etc. is allowed inside any facility. This is not to prohibit the bolting of one pre-drilled support member to another or the assembly of handcrafts, props, quilting, etc.
21. Sound equipment, if provided by the church, shall be operated only by a member of the Audio-Visual Committee, or someone approved by them.
22. No cords, cables, ropes, etc. are allowed to run across the floor in front of the exit doors. (Taping down cords is not allowed.)
23. No electrical wiring (temporary or permanent) is allowed without permissions of the Building and Grounds Committee. The installation must be by a licensed electrician. The electrician must also obtain a proper permit. (This is not intended to prohibit the use of UL-approved extension cords connected to existing outlets and routed properly.)

24. Any supplemental lighting or sound equipment must comply with these regulations.
25. Although it is the desire of the church to allow freedom of the use of facilities, the prospect of theft and vandalism force securing certain areas of the church. Any access must be pre-arranged through the church office to allow for unlocking and alarm shut down.
26. If you need assistance in compliance, please contact any member of the church staff or the Building and Grounds Committee.
27. Users of WBC facilities are responsible for setup of the rooms as needed. All tables, chairs and other equipment are to be replaced and the building left exactly as it was found. Users will be limited to the areas rented. Users will be responsible to supply all necessary paper products and linens for non-church related activities.
28. The facilities are to be left clean with all loose trash picked up and removed from the building. Doors are to be locked, lights turned off. No food is to be left in the refrigerators and freezers. A checklist of cleaning/closing procedures is posted in the facility's kitchens. WBC reserves the right to withhold deposits and levy additional custodial fees to users failing to return the facility to its original state.
29. Any circumstances arising in regard to the use of the facilities of WBC not covered by these policies and regulations shall be clarified and resolved by the Church Council or their designee.

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FEE SCHEDULE FOR USE OF OUR FACILITIES

<u>AREA</u>	<u>DEPOSIT</u>	<u>RENTAL</u>	<u>CUSTODIAL</u>	<u>TOTAL</u>
New Fellowship Hall/Kitchen	\$150	\$200	\$100	\$450
Sanctuary	\$ 75	\$100	\$ 50	\$225
Old Fellowship Hall/Kitchen	\$ 50	\$ 50	\$ 25	\$125

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APPLICATION FOR FACILITY USE

Name of Group/Person Requesting Use _____

Facility/Facilities Reserved _____

Date and Time Reserved _____

Date of Reservation and Deposit _____

Purpose of Event and Brief Description of Activities Involved _____

Person Responsible: Name _____

Phone Number _____

Address, if applicable _____

Fees:

Custodial _____

Deposit _____

Rental _____

Total _____

Date Deposit Received _____

Amount Due Before Reservation Date _____

- I have read, understand and agree to abide by the Church Use Policies and Regulations and agree, upon approval of the use of the facility, to provide the proper deposit or fee. I understand that Westfield Baptist Church and its staff and members are not responsible for accidents of any nature incurred during the use of the facilities.

Signature _____ Date _____

Approval by Church Council Representative _____