

WOODLAND BAPTIST CHURCH

Building Use Policy and Agreement

The Woodland Baptist Church facilities (building and grounds) may be scheduled for events without charge by church members and their children. Use will be contingent upon availability of space and review of the particular activity being scheduled. The Building and Grounds Committee and/or Deacon body are responsible for receiving and responding to requests. We encourage at least a one month's notice so information may be placed in newsletter calendar. Facilities must be left as found. Brooms, vacuum cleaner, and mops are available.

Use of facilities by non-church members, or individuals whose parents are not members of Woodland, will be contingent upon availability of space and review of particular activity being scheduled. The Building and Grounds Committee and/or Deacon body are responsible for receiving and responding to requests. A one month's notice is requested.

Fees are as follows:

Sanctuary and Fellowship Hall- \$550.00

Sanctuary- \$350.00

Fellowship Hall- \$350.00

Picnic Shelter with access to restroom facilities- \$150.00

Single classrooms- \$125.00

1. Above fees include a \$100.00 refundable deposit if determined that building is left as it was found. Brooms, vacuum cleaner, and mops are available.
2. Lights, heat, and air conditioning are to be cut off at conclusion of use. Doors are to be closed and locked.
3. Key or keys are to be returned the day following the event.
4. Any damage to building or grounds is responsibility of renter/user.
5. There will be no admission charge or fee for any event.
6. Trash in the building and on the grounds is the responsibility of the renter, and it is to be carried off by the renter/user.
7. Woodland Baptist Church is not responsible or liable for any activity or occurrence taking place on the grounds or within the building.
8. No alcoholic beverages allowed on premises.
9. No fund raising on church properties unless sponsored by the church.
10. Bands, DJ.'s, and dancing will not be permitted.
11. Use of Sound System allowed only with written approval and supervision by Building and Grounds Committee.
12. Any exceptions at discretion of Building and Grounds and/or Deacons.

Items 2-12 above apply to Woodland Church families who use the facility free of charge.

I have read and understand the above guidelines.

Name: _____

Date of Event: _____

Address: _____

Date signed: _____

Explain the function being held and portions of the church you are requesting to use: