

Westmeade Baptist Church Facilities Use Guidelines and Information

How do I request use of Westmeade facilities?

Members may complete a Facilities Use Request form online or at the church office

[Online form : http://www.westmeadebaptist.org/machform/view.php?id=1](http://www.westmeadebaptist.org/machform/view.php?id=1)

These forms are reviewed weekly (usually Wednesdays) by the church staff and evaluated in light of ministry purpose and other scheduled events. You will be notified once your request has been processed. The church reserves the right to reschedule any event should a ministry scheduling conflict arise.

Keys

Keys may be checked out at the church office during office hours (Monday-Friday 8am-4:30pm) and should be returned to the Church Office the next business day following the event.

Sound and Media Equipment

Use of sound and other equipment must be pre-approved and reserved. At least two weeks advance notice is needed in order to provide for a trained sound technician to be available.

Supervision

Adequate supervision is needed for youth/children events

1 adult to 5 children (under grade 4)

1 adult to 10 children (grades 4-12)

Room Arrangement

Rooms may be rearranged for events but should be returned to original arrangement.

Supplies

Paper goods and other supplies are available for church related events only.

Cleaning

The Contact Person is responsible for cleanup of all facilities used during the event. Spills on carpet should be given immediate attention. Cleaning supplies are available for your use. Please contact the church office to report any carpet stains. Please see checklist below.

Damages

Damages caused during non church-related events will require reimbursement from responsible party.

Other things to consider:

When storing food in refrigerators/freezers, mark all items clearly with your name, event & date.

No grape or red colored drinks may be used.

Tennis shoes should be worn on the gym and playground areas. No cleats allowed.

Food and drinks are not allowed on the gym floor, playground fall zone or Worship Center Sanctuary.

Special decorations may be used by contacting Glenda Smith (353-1656) to check for availability.

Clean Up Checklist

- Clean surface areas (tabletops, counters, sink, microwave, stovetop, oven, etc.)
- Sweep, mop, vacuum as needed
- Take trash to dumpster
- Dispose of leftover food and drink
- Return rooms to original condition and arrangement
- Doors closed and locked
- Facility Keys returned to the Church Office