

# FACILITIES USE

## guidelines and information



### ***Who may request use of Westmeade facilities?***

Active Westmeade members may request use of Westmeade facilities by completing a Facilities Request Form which can be found at [WestmeadeBaptist.org](http://WestmeadeBaptist.org) under the Resources link.

Forms are reviewed weekly (usually Tuesdays) by the church staff and evaluated in light of ministry purpose, other scheduled events and other pertinent criteria. You will be notified once your request has been processed.

**The church reserves the right to reschedule any event at any time should a ministry need arise.**

### ***Keys***

Keys may be checked out **only by the church member responsible for the event**. Please call to make arrangements with the church office to check out building keys during office hours (Monday - Thursday, 8am-4:30pm) by calling 256-353-8239. Keys must be returned to the Church Office the next business day following use of facilities.

### ***Sound and Media Equipment***

Use of sound and other equipment (including media in The Refuge) must be pre-approved and reserved. At least two weeks advance notice is needed in order to provide for a trained sound technician or media technician to be available. If this is a non-church function, a fee will be required for the trained sound/media technician.

### ***Room Arrangement***

Rooms may be rearranged for events but **MUST** be returned to original arrangement. Large items should not be moved (such as conference room tables, etc.)

### ***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 the responsible church member.

### ***Supervision for those under 18 years of age***

**Adequate supervision is needed for youth/children. Children and youth (Birth - 17 years) MUST remain under adult supervision while on Westmeade property.**

1 adult to 5 children (6 - 9 years)

1 adult to 10 children (10 - 17 years)

### ***Other things to consider***

- When storing food in the refrigerator/freezers, mark all items clearly with your name, event and date. Discard after event.
- No grape or red colored drinks may be used anywhere in the facilities.
- Tennis shoes should be worn in the gym and playground areas. No cleats allowed.
- Food and drinks are not allowed on the gym floor, playground fall zone, Worship Center or foyers.
- Food and drink are allowed in the Cafe Area Only in the Refuge.
- Special decorations may be used by contacting the church office to check for availability.
- DO NOT adhere anything to walls (this includes, but is not limited to, tape, 3M strips, tacks, staples, glue dots, etc.)
- **NO SMOKING is allowed anywhere on church property.**
- **NO ALCOHOL OR ILLEGAL DRUGS** are allowed on church property.

### ***Clean Up Checklist***

- Clean surface areas (tabletops, counters, sink, microwave, stovetop, oven, etc)
- Sweep, mop and 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 Church Office