

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 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 their original arrangement. Large items should not be moved (such as conference room tables).

Supplies

Paper goods and other supplies are available for church-related events only. If this is a private event such as birthday party, you must bring your own.

Cleaning

The Contact Person is responsible for the 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 refer to the Facilities Use 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

- 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.
- **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 anywhere on church property.**
- Kitchen items (such as warmer, large pots and pans, roasters, serving utensils, dishes and platters, pitchers, seasonal items) are stored in the back room through the gym and are available for your use. Back hallway, first room on left beyond the double doors.

Facilities Use Checklist

Please fill out the list and leave it in the pocket outside the church office when you are through using the facility.

- ☐ Take a picture when you arrive of how the tables, chairs and other items in the rooms are set up. If you move these items, they must be put back as found when you leave.
- ☐ Clean with the provided supplies (in a box on the sink in kitchen) all tables, stovetops, sinks, microwaves and all countertops, if applicable.
- ☐ Wash any dishes, pots and pans used, dry and put away. (none left in sink).
- ☐ Return all items to proper places—if out of back storage please return them there.
- ☐ Dispose of all leftover foods. **Do NOT leave them in the refrigerator.**
- ☐ Sweep and spot clean as needed. A broom and dustpan are located in the Fellowship Hall closet and the Upper Room kitchen.
- ☐ Turn off all lights. Check and lock all doors.
- ☐ Return check list and keys to the church office.
- ☐ Take all used dishcloths home, wash and return.
- ☐ Take the trash to the dumpster and replace trash liners in the cans.
- ☐ Notify the church office of any refillable items needed.

Name of Adult Reserving Facility: _____

Room(s) Reserved/Used (check all that apply)

- ☐ Fellowship Hall
- ☐ Kitchen
- ☐ Gym
- ☐ Upper Room
- ☐ Foyer
- ☐ Refuge
- ☐ Other (please specify): _____

Date(s) of event: _____

I have read the guidelines and information regarding use of the facilities, and I have filled out the Checklist for Kitchen/Fellowship Hall Cleaning.

Signature of Adult Reserving Facility: _____ Date_____

Checked by: _____ Date_____