

Walnut Hills Baptist Church
Facility Use Agreement, Procedures and Guidelines
(Revised January 2009)

I. PURPOSE

To provide for the availability of church facilities to individuals and organizations for the furtherance of God's work through Christian and humanitarian service.

II. PROCEDURE

- A. Non-church members or Church members requesting personal use must complete the "Facility Use Request and Contract Form" and return it to the church office. Ministerial Staff and Church members needing facilities other than the Hospitality Center and/or Church Kitchen for Church activities must only reserve specific facilities with church Office Manager and need not complete the form. These requests will be scheduled on a first-come, first-serve basis. All individuals, members or non-members, wishing to use the Hospitality Center and/or Church Kitchen, must complete the WHBC Hospitality Center and Kitchen Facility Use Request and Contract Form.
- B. Non-church members or Church members requesting personal use requests will be considered and will be scheduled on a first-come, first-serve basis.
1. Requests will be reviewed by the Church Council as soon as possible (i.e., normally during their regularly scheduled monthly meetings).
 2. Church sponsored functions and requests by church members will have priority over other requests.

III. GUIDELINES

A. Regulations for All Users

1. All activities will reflect an appropriate spirit of cordiality, fellowship and consideration.
2. Use of alcoholic beverages, drugs, firearms, firecrackers, and any other potentially dangerous substances are prohibited anywhere on church property.
3. Disorderly behavior (i.e., any activity inappropriate for church facilities) is prohibited anywhere on church property.
4. With the exception of trained guide dogs, no animals are permitted.

5. Facilities and equipment must be left in the same condition as they are found. Windows should be closed, rooms should be cleaned, furniture/equipment should be restored to its original location, and lights, appliances, etc. should be turned off. And, any other directions you received from the church concerning facility use should also be followed. If the facilities used are not restored to their original condition, or if any facility damage results from their use by you or your organization, some or all of your deposit (if made) will be forfeited, and you and/or your organization will be responsible to pay all repair/restoration costs.
6. Church heating and air conditioning will not be adjusted, unless agreed upon in advance.
7. Use of Hospitality Center and Church Kitchen facilities requires special permission and consultation. The WHBC Hospitality Center and Kitchen Facility Use Request and Contract Form must be completed and submitted. If permission is obtained, a consultation will be scheduled. All rules and regulations must be observed.
8. Use of church musical instruments requires special permission. If permission is obtained, special instruction will be scheduled.
9. Your approved time(s) should not be extended for any reason.
10. All vehicles associated with your event must be parked in designated parking areas.
11. The sanctuary is not available for recreational activities. It can only be used for church-appropriate activities (e.g., worship, study, discussion).
12. The church reserves the right to cancel or terminate any facilities use agreement at any time and for any reason.
13. Should the user organization wish to cancel or reschedule, contact the church office as soon as practical so that others may be afforded the opportunity to use the facilities.
14. Use of church audio and video equipment requires a church A/V committee member to operate equipment at all times. This may require a fee. Contact the church office for the current fee schedule. Exceptions to this guideline can be made on a case-by-case basis by the A/V committee chairperson.

B. Regulations for Non-Church Members and Organizations or Church members requesting personal use

1. Use only the agreed upon spaces, facilities and equipment.
2. The church requires individuals/organizations using church facilities to contribute toward utility costs. Since those costs may vary with the type of activity and/or the time of year, you should contact the church office for specific amounts. The amount will be deducted from your deposit.

IV. LIABILITY

- A. The individual(s) and/or organization shall be jointly and severably liable for any and all damage to Walnut Hills Baptist Church occurring from use, misuse or negligence.
- B. Walnut Hills Baptist Church is not liable to any user (individual(s), organization and/or guest(s)) for any accident or injury that may take place while its facilities are being used. The individual(s), organization and/or their guest(s), by having the representative(s) sign the “**Facility Use Request and Contract Form**”, and/or the “**Hospitality Center and Kitchen facility Use Request and Contract Form**”, certifies and acknowledges that they/it release Walnut Hills Baptist Church from any and all liability arising out of the use of Walnut Hills Baptist Church facilities. Furthermore, the using individual(s), organization and/or guest(s) agree to indemnify Walnut Hills Baptist Church for any and all loss from any legal action taken against Walnut Hills Baptist Church as a result of their/its use of church facilities.
- C. This agreement expires at the end of one year. If continued use is desired and requested by the individual(s) and/or organization, the request will be reviewed by Walnut Hills Baptist Church. If Walnut Hills Baptist Church determines that it will allow continued usage of its facilities, a new agreement will be established, signed by the requesting individual(s) and/or organization, and executed by Walnut Hills Baptist Church.