

# Building Use Policy

## West Lisbon Church

### Mission Statement

The members of West Lisbon Church commit to moving people who love God into deeper discipleship experiences with God resulting in activities and relationships that glorify God and advance the gospel in our community and world.

### Philosophy of Use

West Lisbon Church has been blessed with a wonderful facility whose primary purpose is to enable the mission of our church: helping people discover the life changing love of our Savior and moving them into deeper relationship with and service of him.

Toward that end, the primary use of our facilities are the activities that support this goal. Examples of this include: Sunday morning service, Sunday School, and fellowship time; midweek youth activities, Jr & Sr High youth group; Bible studies; other ministry events.

While our facilities are not currently available for ongoing usage, other local organizations and individuals have also used the facilities for one-time or short-term needs. In general, for profit on-going groups or individuals are not allowed to use the church facilities.

### Scheduling & Eligibility

Our facilities are primarily intended for usage by the church members for church and ministry functions. Scheduling conflicts and requests will be evaluated according to the following order:

1. Regular church functions
2. Special church ministry functions (Family Mission Fellowship, Ladies Sewing Group)
3. Christian events co-sponsored by West Lisbon Church
4. Individual events requested by members (weddings, reunions, etc)
5. Community events requested by members of the community

### Guidelines

West Lisbon Church has a number of different ministries utilizing our facilities. How we treat the space has an impact on those who use it after us. The following guidelines should be adhered to by anyone utilizing the space:

1. The conduct of all persons attending programs are expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.
4. Dining or the serving of food is limited to the fellowship hall.

5. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
6. All decorations in the facility and on the grounds of WLC must be approved by a member of the Council. No items may be affixed to any surfaces without the consent of a Council Member.
7. The user signing the Building Use Agreement must be at least 21 years of age.
8. The user renting the facilities must stay until everyone has been picked up or has left.
9. When reserving the kitchen, the Church can provide a limited amount of metal flatware, tableware, coffeepots, and/or pots and pans. You shall provide all consumables (plastic flatware, paper towels, plates, cups, napkins, tablecloths, etc.).
10. All used kitchen and table linens should be washed, dried, folded, and returned within a week.
11. To prevent stains, no red, grape, or orange drink is permitted.
12. The user will be held responsible for any damages done to church property or equipment. Please immediately report any damage of church property, equipment, or furnishings to a Council Member.
13. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
14. There should be no pets in the building except for service animals.
15. Programs in the sanctuary or fellowship hall that require the use of sound or lighting systems must have a church sound and lighting technician on duty. This service will be included in the usage fee.
16. When children are in attendance they must be under the control of their parents or adults at all times and not permitted to roam freely on church property. All children or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
17. Ministry furniture and equipment is not to be removed from the church property without the consent of a Council Member. The requesting individual/group assumes full responsibility for the costs of damage, repair, or replacement.

## Requirements

In order to be good stewards of the facilities we have been given at West Lisbon Church, there are several requirements in addition to the guidelines above:

1. Any non-ministry event that is approved to be held at the West Lisbon Church facilities must have a sponsoring Council Member or ministry leader. This sponsor will be responsible for opening and closing the facilities and inspecting them at the completion of the event to ensure that the facilities are in the condition they were at the start. This sponsor will also be the renter's point of contact for the event.
2. For any event that is hosted by a non-member or organization, the host must contact their insurance provider and have West Lisbon Church listed as an additional insured party for the amount of one million dollars for the date(s) of the event (in addition to accepting liability as noted above).

## Fees

- Members requesting the building for a personal function must submit a **\$100 security deposit**, with refund determined from the inspection that follows the use of the building.
- All other building usages are subject to a **\$10/hr usage fee** for the duration of the rental. This covers the cost of cleaning, consumables (e.g. bathroom supplies, propane, electric, etc), and regular wear-and-tear on the facilities.

## Reservation Process

1. Reservations shall be submitted at least one week in advance.

2. The Building Use Agreement must be signed by the person renting the facility and a staff member or trustee of West Lisbon Church. The Waiver and Release Form must be signed by the person renting the facility.
3. The date, time, and area will be reserved on the calendar when the aforementioned forms are turned in with the applicable nonrefundable rental fee and the security deposit check of \$100.00.
4. At the start of, or prior to, the reservation period the sponsoring Council Member or Staff Member will inspect and unlock the facility.
5. Following the event, the renter will ensure all items on the Post Event Checklist have been completed.
6. Following the reservation period the sponsoring Council Member or Staff Member will inspect and lock the facility.
7. Any applicable refund will be returned.

## Post Event Checklist

1. Lights - Gym, sanctuary and basement lights need to be turned off. (All of the other lights are on a timer – if the switch is covered, it does not need to be turned off)
2. Nursery needs to be clean (floor clean, all toys wiped down & put away)
3. Thermostats should automatically reset to the appropriate level. If you have any questions, contact your sponsor.
4. Stoves and ovens should be clean inside and out, and turned off.
5. All dishes washed and put away.
6. Coffee makers & carafes should be cleaned inside and out, emptied of filter grounds, and put away.
7. Garbage should be taken home, or bagged and placed in the church dumpster.
8. All windows closed and locked in both buildings.
9. All doors closed and locked, as well as the door between the sanctuary and the new building.

**\*\*\* Council and Staff Members may choose to make exceptions to this policy as needed.**

Date(s) & Time(s) Requested:

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Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_