



Facilities Use Policy

Revised February 14, 2019

The Woodridge Baptist Church campus and related facilities has been provided to the Kingwood community through the generous gifts of members, donors and others who are associated with our community of faith. We are to be good stewards of our facilities, which require us to put policies into place that will help us to ensure that the facilities remain in good condition allowing us to continue to serve the community for many years to come.

The primary purpose of our facilities is to provide safe and secure space in order that our church ministries can reach and serve our surrounding community. The ministries and programs of the church have first priority, followed by members and then organizations within the community that fit within the constructs of this policy. This could include charitable, athletic, educational and religious organizations. The church's facilities are not generally available to the public, we will make our facilities available to approved non-members and groups. Due to IRS regulations we are restricted to the for profit organizations we can allow to use the facility.

We will not permit people, groups or organizations that have the intention of holding, advancing, and/or advocating beliefs or practices that are inconsistent with the church's faith and fundamental beliefs as stated in the Bylaws, church website and related policies and procedures. The church may also not be used by individuals, including members, for activities that contradict or are inconsistent with the church's faith and fundamental beliefs. The Executive Pastor, or his official designee, will be the final decision maker concerning the use of the church's facilities.

These requirements were developed to protect the church as well as to protect the community and the people within the community. It is required that the church present a message that is consistent with the church's faith and fundamental beliefs and that the community is aware of these standards. It is understood that if the church becomes inconsistent in its policies, there will be a negative impact on the church and its members, as well as a negative impact on the community. It is understood that people, groups and organizations that use the church's facilities are in line with and agree to the same faith system and fundamental beliefs of the church.

The church, at any time, has the right and responsibility to deny the use of the church's facilities if in good faith believes that the individuals, groups or organizations that want to use the space are not in line with the beliefs and values of the church.

Building Use

The Executive Pastor or designee must approve requests for church facility usage. Priority will always

be given to official church ministries and programs. All other requests will be reviewed on a first-come, first-serve basis.

Scheduling Events

Requests for the use of the facility may be made to the Executive Pastor or his designee, by submitting the [*Church Facility Request*](#) form. The event will be reserved and placed on the church calendar after it has been approved. Filling out the request form is not a reservation or a guarantee that the church will host the event.

Request Procedures

All facility use requests must be sponsored by a ministry of the church or align with the mission and vision of Woodridge Baptist Church. Each facility request will require that the group sign a *Facility Use Agreement* and provide insurance for their respective group or organization.

Insurance

For all non-church sponsored events, the group or individual using the facilities must obtain liability insurance in the amount of at least \$1,000,000. The user must also sign the *Facility Use Agreement*.

Fees

Use of church facilities is subject to a maintenance fee, as outlined below. This fee is used to pay for the upkeep of the church facilities. All groups/organizations will be asked to pay the maintenance fee outlined below.

Fee Structure

- Worship Center - \$350 for up to four hours. \$50 for each additional hour. One A/V tech included.*
- The Shelter - \$275 for up to four hours. \$35 for each additional hour.
- Gym - \$200 for up to four hours. \$30 for each additional hour.
- Atrium - \$250 for up to four hours. \$30 for each additional hour.
- Classroom - \$45 for up to four hours. \$10 for each additional hour.
 - Exception 600 and Craft Room - \$60 for up to four hours. \$10 for each additional hour.

Other Fees

- A security deposit of at least \$150 is required before the event will be added to the church calendar.
- If Audio/Visual is required in either the Worship Center, Shelter or Gym, at least one church technician will be required. It is the church's discretion if additional A/V professionals as required for an event.
- Uniformed police officers will be required for groups larger than 100. All fees related to security will be borne by the group using the space. Typical cost is \$35 per officer, per hour.
- The fees include tables and chairs, but do not include table coverings, decorations, food or paper products. Additional costs will be the responsibility of the organization that is using the space.