



## **Facilities Use Policy**

**Revised April 8, 2024**

The Woodridge Baptist Church campus and related facilities have 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 ensure 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, but is not limited to, charitable, athletic, educational, and religious organizations. The church's facilities are not available to the public, we will make our facilities available to the non-profit organizations.

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 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 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 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 must 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 - \$385 for the first four hours. \$55 for each additional hour.
- The Shelter - \$55 per hour
- Gym - \$50 per hour.
- Atrium - \$50 per hour.
- Classroom - \$28 per hour.
  - Exception 600 and Craft Room - \$39 per 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. Tech set-up and support will be billed at a rate of \$25 per hour.
- 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 \$60 per officer, per hour.
- The fees include tables and chairs, but do not include table coverings. The cost for disposable black or disposable white tablecloths is \$1 each. The cost to rent cloth tablecloths is \$10 each. Additional costs will be the responsibility of the organization that is using the space.

**Acknowledgements:**

- I understand that if needed, I will have one hour prior to the event to set up and 30 minutes after the event to tear down and clean up anything that belongs to us. This time will be billed on my invoice.
- I understand that if my event attendance is 100 people or more, we will need to pay for an officer to be onsite and that rate is \$60/hour per officer. Woodridge Baptist Church will schedule the officer.
- I understand that I will only have access to the rooms and facilities listed on the Facilities Rental Agreement.
- I understand that we are not to move furnishings or other equipment without prior approval from Woodridge staff.
- I understand that any music or slideshows used for my event need to be submitted seven business days prior to my event for church approval. (The church office is closed on Fridays, please take this into consideration when you submit)