

FACILITY USE GUIDELINES



Westhill Park Baptist Church (WPBC) facilities may be available for functions other than ministry events, dependent upon the approval of the Secretary or Senior Pastor/designate. **WPBC reserves the right to refuse any and all requests for use of our facility for non-ministry events.** There is a rental fee for use by all non-ministry groups (see fees below).

Space must be booked with the church secretary/office. Bookings are not considered confirmed until the **BOOKING FORM** is completed, returned to the secretary and approved. WPBC is a **smoke, drug & alcohol free facility**, both inside the building and anywhere on our church property.

Maximum Occupancy

Each individual room in the **Fellowship Room (FR)** is limited to a maximum of 60 people (with partitions closed) or a total of 225 people with partitions open, theatre style seating with no tables. For use with tables (including food tables), a maximum of 160 people is comfortable. **Classroom capacity** varies from 10-30 people. **Basement space** with tables seats 50 people.

Keys

Arrangements for a temporary key(s) must be made in advance with the secretary/church office. There is a **\$100 refundable key/damage deposit** to be paid IN CASH when picking up the key(s). Pick-up and return of the key(s) takes place during regular office hours (9 AM – noon, 1 – 4 PM).

Fees for ALL Non-Ministry Users

- ❖ **Fellowship Room (FR)** \$100/hr (with kitchen \$125/hr), **individual classrooms** \$50/hr (with kitchen \$75/hr), **basement** \$50/hr (with basement kitchen \$75/hour) and the **sanctuary** \$100/hr (Monday – Friday only). **This includes any time needed for decorating/set-up.**
- ❖ If **A/V support** is required in the sanctuary, an additional fee will be required.
- ❖ All fees are to be paid **prior** to the event.

Decorating & Set-up

- ❖ Time for decorating and/or set-up is included in your booked time.
- ❖ Nothing that marks walls or windows can be used, such as tape/nails or thumb tacks. FunTac is permitted. NO glitter/confetti is to be used.
- ❖ Church decorations are not available for use for non-ministry events.

Fellowship Room/Basement Kitchen Use

- ❖ If you will be using the kitchen for any reason, including storage of food in the cooler, you are subject to payment of the fee for use.
- ❖ Use of the kitchens, including glass dishes and utensils, dishwasher (in Fellowship Room kitchen), coffee urns, etc. is permitted. This does NOT include use of church disposable cutlery/dishes/cups.
- ❖ All foods, including coffee, tea, cream, sugar, and so on, are the responsibility of the person/group using the facility.
- ❖ Instructions for operation of the Fellowship Room kitchen dishwasher are found in the kitchen.

Additional Information

- ❖ You are responsible for the behaviour of the people attending your event and will be held responsible for any damage made to the building or its contents. Any damage(s) incurred is to be reported to the church secretary.
- ❖ **The person signing the booking form (the user) is responsible to ensure that the facilities, equipment and items used are left in the condition in which they were found prior to the event.**
- ❖ Please ensure that people attending your event stay in the designated space; ensure children are NOT running throughout the building.
- ❖ **The sanctuary is NOT available for use on Saturdays or Sundays**, except for weddings or funerals.
- ❖ **The piano in the sanctuary is NOT to be moved in any way.**

Audio/Visual

- ❖ *Fellowship Room and/or Room 14* – The projector &/or sound system (including mic's) may be available for use.
- ❖ *Classrooms 8 & 9* – There is a large flat screen TV available for use.

After-use Instructions

- ❖ **Any space used must be returned to the original set up.** Any tables used are to be washed if food was served. Kitchen is to be clean, all dishes washed and put away and NO food left in the fridge.
- ❖ Chairs must not be stacked more than 6 high. Stack armed chairs separate from those without arms. **Chairs are to be carried, NOT dragged.** A dolly is available in the Fellowship Room storage area to move several chairs at once.
- ❖ **Any gate(s)** that were opened must be closed and locked.
- ❖ Any damage to rooms, furniture or equipment may result in forfeiting of your \$100 key/damage deposit