

FACILITY USE GUIDELINES



Westhill Park Baptist Church (WPBC) facilities may be available for functions other than ministry events, dependent upon the approval of the Office Administrator 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 Office Administrator. Bookings are not considered confirmed until the Facilities Use Agreement is completed, returned to the Office Administrator and approved. WPBC is a **smoke, drug & alcohol free facility**, including inside the building and anywhere on church property.

Available Spaces and Occupancy Limits

Fellowship Room (FR) - has partitions that may be closed to create 3 separate spaces. With partitions closed, each space is limited to a maximum of 60 people. With partitions open the space can accommodate 250 people in theatre style seating (no tables). For use with tables (including food tables), a maximum of 160 people is comfortable.

Classrooms - capacity varies from 10-30 people.

Sanctuary - approximately 400 people.

Lower level (basement) - with tables seats 50 people.

(The Fellowship Hall and Lower Level each have a kitchen available for use at an additional cost)

Keys

Arrangements for a temporary key(s) must be made in advance with the office administrator/church office. There is a **\$200 refundable key/damage deposit** to be paid IN CASH or CHEQUE when picking up the key(s). **Please return key(s) within 72 hours of your event.** 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 \$150/hr), **individual classrooms** \$50/hr (with kitchen \$75/hr), **basement** \$50/hr (with basement kitchen \$75/hour) and the **sanctuary** \$100/hr. **This includes any time needed for decorating/set-up.** Maximum rental fee is \$400/day.
- ❖ 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 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 office administrator.
- ❖ Please ensure everyone attending your event stays in the designated space; ensure children are NOT running throughout the building.
- ❖ **The piano in the sanctuary is NOT to be moved in any way.**

Audio/Visual

- ❖ *Fellowship Room and/or Room 14* – The large flat screen tv's &/or sound system (including mic's) may be available for use.
- ❖ *Classrooms* – Two (2) large flat screen TV's may be 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.
- ❖ **Please ensure all exterior doors are locked prior to exit.** Any **gate(s)** that were opened must be closed and locked.
- ❖ Any **damage to rooms, furniture or equipment** may result in forfeiting of your \$200 key/damage deposit