

West Cannon Baptist Church

Equipment & Facility Usage Policy

BUILDING USE:

In order to use the building, you must complete and turn in a *Building and Equipment Use Form* (for church activities) or *Personal Building and Equipment Form* (for personal non-church activities). Forms should be turned in as soon as possible. Dates, times, and rooms, if approved, are available on a first come, first served basis. Personal activities may be subject to sound system and building use fees. The office will notify you upon approval of your request and let you know which fees are applicable. Forms for weddings are available through the church office.

Arrangements **MUST** be made with the office manager or the church custodian for set-up and/or clean-up needs. The day of the week you plan to use the facility will affect your responsibilities. Ordinarily *you* will be responsible for your own set-up and for cleaning up what you bring in. Tables and chairs will be set back up by the custodial staff so that they are ready for the next service. Do not drag tables or stacks of chairs across the carpets (this damages the carpet). Rooms, lobby, hallway, and rest rooms should be left in a "presentable" condition.

It is important that you have made arrangements to have the building locked up by an authorized person with keys (contact the office manager to find people who have keys). The office manager must know who is responsible to lock the building for your event.

Make sure **all** lights are turned off and **all** exterior doors and windows are secure and locked when you leave; check restrooms lights also.

We are a smoke-free facility. No smoking is allowed either inside the building or outside on the church property.

KITCHEN USE:

Do not leave leftovers in the refrigerator or freezer, they are not for long-term storage. All unmarked items will be thrown away! You may use the unlocked freezer. Check first for space availability, but again, please don't leave leftovers.

Paper products should be used carefully and replaced if necessary. Paper products used should be reported to the office manager, so that we can keep our supply stocked. The church doesn't supply plastic silverware; we have silverware in the drawers that you can put in the dishwasher to be washed. ***PLEASE NOTE: NO RED Kool-Aid or punch will be served inside the building. It stains carpets permanently.***

The china dishes, roasters, plastic water pitchers, crock-pot, and chaffing pans may be used on the premises *upon request*. Return these items clean, and place back in their boxes, and proper locations. Do not leave sterno fuel in the chaffing pan boxes.

All paper products will be set out for you in the first cupboard by 100 hall. Paper tablecloths will be set out for you group also.

Unlocked items in the kitchen may be used for your activity. Please return them clean to their proper place. Leave dirty dishtowels in the basket under the sink. Do not take them home to wash; we have someone who does that.

Cloth table covers may be used for church activities *upon request*, please leave dirty covers in basket by refrigerator. Please do not take them home to wash.

OFF-PREMISE EQUIPMENT USE:

Only the certain tables, metal chairs, and Igloo beverage jugs may be removed from the premises. We do not allow our kitchen items (coffee pots, bowls, silverware, etc.) to leave the premises.

Tables and chairs removed from the premises should be returned after use, as soon as possible to the same area where you picked them up, unless otherwise specified. Tables and chairs must be picked up and returned during office hours.

You may not remove any equipment without notifying the office.

Transport all tables and chairs in a responsible fashion, so as to prevent scratching and damage. Any damage should be reported when equipment is returned.

Equipment should be returned clean and should not be exposed to the rain.

I have read and understand the West Cannon usage policy. I will be responsible for and will report any damage that may be incurred to the building and/or equipment used.

Signed: _____ Date: _____

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This is your copy to keep.