



Facility Use Policy

Statement of Purpose

The Church's facilities were provided by God's benevolence and the sacrificial generosity of its members. All Church property is consecrated and set apart to worship God (Col. 3:17) and therefore is to be used exclusively to glorify God and edify the Body of Christ. Although the facilities are not generally open to the public, the Church makes its facilities available to approved members and organizations on a case-by-case basis as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

The Church's facilities may not be used for activities that contradict, or are inconsistent with, the Church's beliefs, as summarized in the Church's statement of faith. This restricted facility use policy is necessary for two reasons. First, the Church may not in good conscience materially cooperate in activities or promote beliefs that are contrary to its faith (2 Cor. 6:14; 1 Thess. 5:22). Second, the Church must present a consistent public witness to the community through its stewardship of its property. Allowing facilities to be used in a way that contradicts the Church's statement of faith would have a severe, negative impact on the message that the Church strives to promote and could cause confusion and scandal to Church members and the community. Therefore, only events that are consistent with the Church's religious beliefs, as determined by the Church's pastoral staff, shall be permitted.

Approved Users and Priority of Use

The church staff must approve all uses of church facilities. Priority shall generally be given to members of the church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to members or organizations meeting the following qualifications:

1. Members or organizations requesting facility use must affirm the following:
 - a. The beliefs and practices of the requesting organization do not contradict the church's beliefs and faith.
 - b. All planned uses of the facilities are in harmony with the church's faith and practice.
2. The member or organization seeking facility use must submit a signed "Facility Reservation Request" form.
3. The member or organization seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.
4. All members and organizations will be held responsible for any damage to the facilities resulting from their use of the facilities.

5. The organization requesting the facility must provide a WABC member as a reference.
6. All members and organizations must submit all required paperwork to the church office prior to the event being approved and placed on the church calendar.

Facility Use Hours

Facilities are available between the hours of 8:00 a.m. and 9:00 p.m. Use outside these hours may be approved by church staff.

Scheduling Events

Requests for facility use will be coordinated through the Office Manager. **The event(s) will be reserved and placed on the church calendar only when the Office Manager receives all the proper documentation and approval of the events is granted by the church staff.** The Office Manager is Joshua Todd and he may be reached at jt@westacres.org or by calling 706-860-6573.

Fees

The following fees are to cover costs associated with maintenance supplies and maintenance personnel required to steward our facilities well (I Cor. 4:2), not to make a profit. These fees also include all requirements for setup and cleanup before and after the event.

Required fees:

Location	Daily Rate Organization	Daily Rate Member
Worship Center	\$400	\$200
Multi-Purpose Center	\$150	\$75
Fellowship Hall	\$150	\$75
Kitchen	\$150	\$75
Pavilion	\$150	\$75
Music Suite	\$100	\$50
Cornerstone Café	\$100	\$50
Classrooms	\$100	\$50

Additional fees if the services are requested or required:

Location	Hourly Rate
Audio/Video/Light Technician <small>*Required when using Sound/Lighting</small>	\$50 per hour (2 hour minimum) per Technician (Payment should be made directly to each Technician)
Columbia County Deputy	\$40.00 per hour (4 hour minimum)

All fees must be paid in full to guarantee a reservation. Audio/video technician hours will be estimated. Additional fees for audio/video technicians may be required after the event based on actual hours worked.

Weddings

As defined in our Statement of Faith, we believe the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen.

2:18-25). We therefore restrict the use of our facilities for weddings and wedding receptions to members only.

Required fees paid to West Acres

Location	Daily Rate
Worship Center (Includes Brides & Grooms Rooms)	\$200
Multi-Purpose Center	\$75
Fellowship Hall	\$75
Kitchen	\$75

Required fees paid to individuals:

Personnel	Rate
Pastor	\$150
West Acres Audio Tech	\$100
West Acres Camera Tech	\$100
Wedding Musicians	Keyboard - \$100 Pianist - \$100 Soloist - \$100

General Facility Use Guidelines

1. Alcohol is prohibited on church property.
2. No tobacco products of any kind are allowed on church property (including e-cigarettes/vaping).
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. All lights must be turned off and doors locked upon departure.
5. Abusive or foul language and violent behavior are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
6. No dancing on church property.
7. No selling of merchandise in the Worship Center.
8. Prior approval of food and beverages is required for any event. No food or drink, with the exception of bottled water, is allowed in the Worship Center.
9. Event handouts, flyers, posters, public advertisements, etc... must be approved by the church staff prior to publication.
10. Prior approval of any signage to be affixed to any part of the building or property is required.
11. If the church's sound or video equipment is needed, a church approved audio/video technician is required. Use of A/V/L equipment by a non-WABC technician is strictly prohibited. There will be an additional cost if a technician is required.

12. Any member or organization must provide the following documentation for a reservation to be approved:
 - a. Church Facility Reservation Request with desired layout
 - b. Signed Facility Use document
 - c. Indemnity and Hold Harmless Agreement
 - d. ORGANIZATIONS ONLY - Certificate of Insurance, minimum \$1,000,000 coverage naming West Acres Baptist Church as “additional insured” on the policy. (Additional information below)
13. West Acres Baptist Church reserves the right to require Columbia County officer(s) at any event the church deems necessary. Any event exceeding an estimated attendance of 400 or more will require at least two Columbia County officers. West Acres will coordinate and obtain the required deputies, and the outside group(s) will be responsible for payment.
14. Non-members will be required to provide a reference of a West Acres Baptist Church member.
15. Use of the kitchen is only for church events or events held at the church.
16. Organizers for non-West Acres events must supply their own tablecloths and table furnishings.
17. No decoration may be attached to the walls or ceiling by use of nails or tacks. Only blue or green painters tape may be use to hang decorations.
18. Any organization that holds an event at WABC where minors are involved must adhere to the WABC Child Protection Policy. Organizations will not be allowed to hold events involving mostly minors unless approved by the Senior Pastor or Executive Pastor. All required documentation (i.e. background check, signed Child Protection Policy) and training must be completed at least one week prior to facility use.
19. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation and failing that agree to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

Drama Program Facility Use Guidelines

All musical and drama material (including lyrics, costumes, dialogue, artwork, video, etc...) planned to be performed during this event to the church to be approved by the church at least one month prior to event. Any material the church deems to be inappropriate will not be allowed. Should conflict arise, the church will provide a refund and all future use of WABC facilities for events will be denied.

Insurance

All organizations using the facilities must obtain liability insurance coverage in the amount of at least \$1,000,000 naming West Acres Baptist Church as “additional insured” on the policy. The user must

also sign an “Indemnity and Hold Harmless Agreement.” Certificate of insurance evidencing coverage must be provided before in order to guarantee reservation.

Signature

Printed Name

Date

WABC Witness