

West Lisbon Church Building Use Policy



- a. The premises shall be used only for the purpose designated on the Building Use Agreement and only by Active Members of West Lisbon Church.
- b. No alcoholic beverages or illegal substances shall be served or brought onto the premises.
- c. No dancing.
- e. All decorations are to be described in detail for your event and approved by a trustee.
- f. Nothing is to be taped, glued, or nailed to any surface without prior permission from a trustee.
- g. The user signing the Building Use Agreement must be at least 21 years of age.
- h. The adult who rented the facilities must stay until everyone has been picked up or has left.
- i. When reserving the kitchen, the Church can provide a limited amount of metal flatware, table ware, coffeepots, and/or pots and pans. You shall provide all consumables (plastic flatware, plastic or paper bowls, plates, cups, napkins and tablecloths).
- j. To prevent stains, no red, grape, or orange drink is permitted.
- k. The user will be held responsible for the cost of any property or equipment damaged during use. West Lisbon Church will not be held responsible for personal injury, theft, or damage to personal property.
- l. The date, time, and area will be reserved on the calendar when the Building Use Agreement is handed in with the applicable nonrefundable rental fee *and* the security deposit check of \$100.00. Make the security deposit check payable to West Lisbon Church and on the memo line write "deposit" and the event date. (ie: deposit for 9-27-2011).
- m. All children must have adult supervision at all times. Do *not* allow them in the nursery to "play" unsupervised.
- n. All used kitchen and table linens should be washed, dried, folded and returned within a week.
- o. Exceptions to any condition listed above may be granted by the trustees of West Lisbon Church.

*If two or more interested parties desire to secure the facilities on the same day at the same time, it will be awarded on a first come basis following the user reservation process.

Church functions will be given precedence in the reservation process.

The user reservation process:

1. *Reservations shall be submitted at least one week in advance.*
2. *The Building Use Agreement must be signed by the person renting the facility and a staff member or trustee of West Lisbon Church. The Waiver and Release Form must be signed by the person renting the facility.*
3. *Agree to abide by the rules of our facility.*
4. *Submit \$100 security deposit along with the non-refundable fee and the completed forms, and then your event will be placed on the calendar.*

Member fees:

The following fees shall apply to anyone that is an active member of West Lisbon Church desiring to rent and use the facilities for an event other than a church-sponsored activity:

\$100.00 security deposit as mentioned on page one #4, with refund determined from the inspection that follows the use of the building. This will be mailed to the person whose name and address is on the check, and may be received by you up to one month after the event.

Check List for use of building

The following items need to be checked before you leave the building after your particular event:

- ✓ All lights need to be turned off:
Gym, Bathrooms, Kitchen, Fellowship Hall, Hallway, Foyer, nursery, sanctuary, spots, etc.
- ✓ Nursery needs to be cleaner than you found it (floor clean, all toys wiped down & put away)
- ✓ During the winter season, thermostats need to be turned down:
Gym area – 50 degrees
Fellowship Hall – 60 degrees
Thermostat by the restrooms – 60 degrees
- ✓ In the summer, air conditioners should be turned off in new building.
- ✓ Stoves and ovens should be cleaned inside and out, and turned off. All dishes washed & put away.
- ✓ Bunn coffee pot should be unplugged and emptied of filter and grounds, carafes cleaned and put away.
- ✓ Garbage should be taken home, or bagged and placed in church dumpster.
- ✓ All windows should be closed and locked, both buildings.
- ✓ All doors should be locked in new building, as well as the door between the old and new building.

Have a West Lisbon Church trustee walk you through these steps, so you will be well informed.

You keep pages 1 and 2 – refer to them when you clean up at the end of your event.