

# Request for Facility Use

West Highland Baptist Church  
1116 S. Hickory Ridge Road - Milford, Michigan 48380  
whbc1116@comcast.net

West Highland Baptist Church's purpose is to glorify God as we share the Good News of Jesus Christ; to show seekers how to know God and fellowship with Him; to surrender to live a Christ-like life; to support one another by loving, nurturing and equipping; and to serve God through ministry and mission. The Sanctuary and equipment contained in it are tools for enhancing the witness of the congregation. We welcome the use of our facility by church members and other groups who support the mission of the congregation.

West Highland Baptist Church owns certain real estate, including a worship facility, educational facilities, gym and other items, all of which are used to promote its religious purposes. The Church seeks to exercise wise stewardship over all aspects of the property. Such stewardship includes approved occasional guest use consistent with the Church's religious purposes and doctrinal beliefs. Based on these considerations, West Highland Baptist Church shall allow use of its real estate by others in accordance with the requirements and guidelines spelled out in the Church By-Laws and Constitution.

The sanctuary, the furnishings and the equipment are the property of the congregation and, therefore shall not be used by any group or individual without prior approval. Arrangements for use should be made through the main office, 248-887-1218. Building use expectations, deposits, fees and related information will be handled through the office. West Highland Baptist Church is not responsible for accidents or injuries due to unauthorized use of property or building.

<b>Date</b>	<b>Date of Event</b>	<b>Day of Week</b>
<b>Name</b> <i>Individual and/or Organization</i>		<b>Church Sponsored Event</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Street</b>	<b>Number Attending</b> <i>Seating Capacity 300</i>	
<b>City, State, Zip</b>	<b>Arrival/Set-up Time</b>  AM/PM	
<b>Phone</b>	<b>Alt Phone</b>	<b>Event Start Time</b>  AM/PM
<b>E-mail</b>	<b>Fax</b>	
<b>Contact</b> <i>If different from above</i>		<b>Event Stop Time</b>  AM/PM
<b>Street</b>	<b>City, State, Zip</b>	
<b>Phone</b>	<b>Alt Phone</b>	<b>Clean-up/End Time</b>  AM/PM
<b>E-mail</b>	<b>Fax</b>	
<b>Type of Event</b>		
<b>Description of Event</b> _____ _____ _____ _____		
<b>Rehearsal Required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Rehearsal Dates/Times</b>

**Event Support Needs**    *Check all that may apply*

**Multi Media**

*Requires a church trained technician at \$25 per hour with a 2 hour minimum, and must include set-up and tear-down of equipment*

- |                                      |  |                                     |
|--------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Power Point | <input type="checkbox"/> Video - .AVI  | <input type="checkbox"/> Spot Light |
| <input type="checkbox"/> Video - DVD | <input type="checkbox"/> Video - .MPEG | <input type="checkbox"/> Other:     |

**Audio**

*Requires a church trained technician at \$25 per hour with a 2 hour minimum, and must include set-up and tear-down of equipment*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Hand Held Mics          | <input type="checkbox"/> Instrument Mics          | <input type="checkbox"/> Monitors               |
| <input type="checkbox"/> Wireless Hand Held Mics | <input type="checkbox"/> Podium Mic               | <input type="checkbox"/> Audio from Multi-Media |
| <input type="checkbox"/> Lapel Mics              | <input type="checkbox"/> CD Tracks                | <input type="checkbox"/> Other:                 |
| <input type="checkbox"/> Choir Mics              | <input type="checkbox"/> Audio Recording of Event | <input type="checkbox"/>                        |

**Instruments**

*Requester may be responsible for tuning and maintenance fees*

- |                                |                                   |                                |                                |                                 |
|--------------------------------|-----------------------------------|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Piano | <input type="checkbox"/> Keyboard | <input type="checkbox"/> Organ | <input type="checkbox"/> Drums | <input type="checkbox"/> Other: |
|--------------------------------|-----------------------------------|--------------------------------|--------------------------------|---------------------------------|

**Performers**

*Required honorariums to be determined after speaking with requester*

- |                                  |                                   |                                    |                                   |                                       |
|----------------------------------|-----------------------------------|------------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Pianist | <input type="checkbox"/> Organist | <input type="checkbox"/> Musicians | <input type="checkbox"/> Vocalist | <input type="checkbox"/> Worship Team |
| <input type="checkbox"/> Other:  |                                   |                                    |                                   |                                       |

**Miscellaneous**

*West Highland Baptist Church, if desiring, may choose to provide ushers for your event, at no cost to you.*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Altar         | <input type="checkbox"/> Removal of Banners       | <input type="checkbox"/> Removal of Drum Set |
| <input type="checkbox"/> Pulpit/Podium | <input type="checkbox"/> Removal of Church Plants | <input type="checkbox"/> Other:              |

**Decorations**

*Please refer to policies for use of decorations*

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**Other Requests**

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**Office Use Only**

Date Received \_\_\_\_\_ Received by \_\_\_\_\_ Member Use  Yes  No

Check Calendar - Room Available  Yes  No Conflicts with: \_\_\_\_\_

Put on Calendar Tentative  Yes  No Date Music, Worship & Media Team Notified: \_\_\_\_\_

Need Elder Approval  Yes  No Elder Response  Yes  No Final Approval  Yes  No

Date response is given to Requester \_\_\_\_\_ WHBC Contact Assigned \_\_\_\_\_

Fees	_____	-\$	Deposit Date
	_____	-\$	
	_____	-\$	Total Due
	_____	-\$	

**This portion must be signed and turned in with Request Form**

West Highland Baptist Church reserves the right to revoke this permit or adjust schedule at any time. Adequate notice will be given when changes are required. You / your group's representative is responsible for communicating these rules to all others involved. The conditions of this permit may be revised.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

After the application is submitted, you will be assigned a Point of Contact for this event. You will be contacted within one week by this person. After review of the application, they will contact you and inform you if the event has been approved or denied. If denied a reason will be given at this time. This person will also help you with additional details of your event, answer your questions regarding the facilities and co-ordinate a pre-event tour if needed.

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**Tuning Agreement**

*To be completed if requesting piano and/or drum tuning*

I am requesting that the \_\_\_\_\_ be tuned for (event) \_\_\_\_\_

On (date) \_\_\_\_\_. I understand that I am responsible for the full cost of this tuning. I also understand that I must request this at least one month in advance.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# **KEEP THIS PAGE FOR YOUR USE AND REFERENCE**

## **Policies for Use**

**One of the underlying assumptions about the use of the sanctuary is that it will be used with proper respect and care. Groups / people using the building are responsible for leaving the facilities in a clean and safe condition. Payments of all fees are to be made in advance of use.**

I Understand That...

1. The use of the West Highland Baptist Church sanctuary is only for the purpose and time state don the application.
2. No food is permitted in the sanctuary.
3. **Nothing** may be placed on the piano, organ, or any other instrument.
4. No property or equipment of the church shall be removed from the building.
5. The church must be notified of any problem or hazardous conditions.
6. Other groups, who may be on the premises at the same time, will be respected.
7. Children and youth must be supervised at all times.
8. All supplies and property brought for your event must be removed immediately after the event, unless prior arrangements have been approved on application.
9. Any item broken must be replaced or repaired.
10. All items must be returned to their original location, windows closed, doors locked and the premises otherwise secured before leaving.
11. The sanctuary and entrances used must be left in as good or better condition as arrival. This includes removing garbage to dumpsters, removing papers from pews, and vacuuming if needed.  
(Refund of deposit check depends on the conditions of building after you leave.)
12. No smoking is permitted in the facility. The person in charge of the event will enforce this restriction.
13. Alcoholic beverages are not allowed in the facility or church property. The person in charge of this event will enforce this restriction. West Highland reserves the right to cancel the event at any time, if this is violated.
14. The safety and actions of anyone brought onto the property are the user's responsibility. Adequate security must be ensured so that unauthorized people do not gain access.
15. Posters, visual displays, etc. may not be affixed to wall (no tape, tacks, screws, hooks, or nails.)
16. In case the fire alarm is set off, evacuate the building and call the contact person given. Call 911 if needed.
17. Unless permission is given, West Highland Baptist Church's name may not be used in advertising as a sponsor or their phone number published for contact.
18. All equipment and the sound area can only be used and operated by trained church staff.
19. Fees may be adjusted or waived for non-profit groups whose goals and values are consistent with those of West Highland Baptist Church.
20. At the discretion of the church a building key may be issued, a \$100 key/damage deposit is required. The keys can only be acquired during normal office hours. The deposit is forfeited if any of the following conditions exist: building left unsecured OR building left with cleaning not done OR key not returned within three working days OR damage done to property or equipment.
21. All cancellations must be made to the contact person at least one week in advance to qualify for refund.

## **Clean and Care Procedures**

For each event you must be responsible to secure the property. If other groups are still in the building, secure the areas that you are responsible for.

Return the areas used to good condition.

Put all unclaimed items on the shelf above the coat rack, if office is not open.

Pick up all trash and dispose of in dumpsters, located at south side back of building.

Run vacuum, if necessary (located in janitorial closet in South Entrance.)

Turn out lights.

Make sure building area is cleared out.

If you are the last group to use the building:

Make sure all lights are off (only outside lights are left on.)

Check all windows for security.

Check all exits for security.

Turn out all bathroom lights.

If problem arises call your contact person. If you cannot reach them, call one of the following:

1.

2.

3.