

FIRST BAPTIST CHURCH OF WESTERLO

618 SR 143, Westerlo, NY 12193
westerlobaptist@aol.com Office 518-797-3927

RULES FOR USE OF CHURCH BUILDINGS

1. The person signing the request form will be responsible for the setup before and cleanup after the activity. Preparation for this activity is your responsibility. Please do not impose on church staff.
2. The person signing the request form must be on-site and will be responsible for the conduct of the group and the care of the building, which includes turning off the lights.
3. There shall be no use of the building without authorization from a Facilities Board Representative.
4. The use of alcohol, tobacco, and drugs in or around the church property is prohibited.
5. For Non-FBCW events consumable products such as plates, cups, and napkins, are your responsibility. Please be sure to provide for your event.

REQUEST TO THE FACILITIES BOARD FOR USE OF THE BUILDING

Today's Date _____ Non Ministry _____ FBCW Ministry _____

Dates of intended usage _____ Time _____

Name of Group _____ Number of persons _____

Purpose _____

Rooms or Rooms to be used _____

Any Special Requirements _____

Requester's Signature: _____

Address: _____

Email: _____

Telephone: _____

APPROVAL _____

Facilities Board Representative

Facilities Board:

TJ Johnstone, Facilities Chairman (518-888-2885) Gene Muntz (518-527-5250)
Jill Diehl (518-872-2309) Bob Mullens (838-280-4616)

Things to check after your event at church:

Please read the rules on the first page carefully.

In Addition:

You may have specific requirements from the Facilities board mentioned on your request form when it's returned.

Please check the bathrooms for cleanliness after your activity. If supplies are low, text Kelly at 518-669-3932.

Please take with you any trash that you produce. Our dumpster fills up fast from our regular church activities.

If you use the kitchen please be sure things are cleaned up and put back in order. Everything should be turned off, dishes washed, dried, and put away. If this is not a ministry of the church, no church supplies should be used.

All rooms should be restored to how they were set up prior to your event. Tables may need to be wiped and floors swept or vacuumed if necessary.

Children should be supervised in the areas you have requested and should not be allowed to roam around the church freely.

Any inflatable items for non-ministry use are prohibited due to insurance and safety issues.

No animals are allowed anywhere in the building at any time.