

Facility Request Form

(Updated September 2016)



General Information:

Event Name: _____ Event Date: _____
Days of Week: _____ Beginning Time: _____ Ending Time: _____
Number of People Attending - Adults: _____ Children: _____
Requested By: _____ Date: _____
Address: _____ Phone: _____

Facility Information:

 Please specify the areas of our campus you are requesting:

Main Building: _____ Sanctuary _____ Chapel _____ Other: _____
Education Building: _____ Rooms: _____
Children's Building: _____ Rooms: _____
Activities Building: _____ Dining Room _____ Gymnasium _____ Other: _____
Administration Building: _____ Conference Room _____ Other: _____

Audio/Visual Information:

 Please specify any AV needs you are requesting for your event:

Facility Setup:

 If special setup is needed, please explain below or attach diagram on separate sheet:

Catering:

 Please list any specific catering needs you are requesting for your event:

Custodial: If the event is after hours, do you need the custodian to lock up? _____ Yes _____ No

Childcare: If childcare is needed, contact the Children's Minister at 502-589-5290, ext. 211.

PLEASE READ: By signing this document, I agree to abide by the Walnut Street Baptist Church Facility Usage Policy as documented in the WSBC By-Laws under Article 16 (see reverse side). Additionally, I understand this request will not be discussed or approved until the next weekly church staff meeting:

Person Responsible: _____ Date: _____

Approved By: _____ Date: _____

Facility Usage Policies

(Article 16 in the WSBC By-Laws)

Section 1: ***Purpose***

The church’s facilities were provided through God’s benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church’s faith or moral teachings, which are summarized in, among other places, the Baptist Faith and Message 2000. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church’s faith or moral teachings.

Section 2: ***Priority***

The pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, 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 non-members or outside groups meeting the following qualifications:

- A. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church’s faith and practice.
- B. The group or person seeking facility use must submit a signed “Church Facility Request Form.”
- C. The group or person 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 on the Church Facility Request Form.
- D. Any group or person seeking facility use for a wedding or reception must agree to the policies documented in the Wedding Policies of Walnut Street Baptist Church.

Facility Usage Fees

<u>Room:</u>	<u>Rate:</u>
Sanctuary	\$300 minimum (2 hours), \$75 each additional hour
Chapel	\$200 minimum (2 hours), \$75 each additional hour
Dining Room	\$300 minimum (2 hours), \$75 each additional hour
Skating Rink	\$200 minimum (4 hours), \$75 each additional hour
Bowling Alley	\$150 minimum (4 hours), \$75 each additional hour
2 nd Floor Activities	\$300 minimum (4 hours), \$75 each additional hour
3 rd Floor Activities	\$300 minimum (4 hours), \$75 each additional hour
2 nd & 3 rd Floor Activities	\$500 minimum (4 hours), \$75 each additional hour

Note:

- If catering is needed, the Food Service Director’s rate is \$50 per hour.
- If audio-visual equipment is required, the AV Tech’s rate is \$50 per hour.
- Groups or organizations associated with the Southern Baptist Convention, Kentucky Baptist Convention, and Long Run Association will not be charged room rental. However, a custodial fee of \$50 per hour will apply.