

# Laurelwood Baptist Church

## Facility Use Policy

This policy governs the use of all Laurelwood Baptist Church facilities including their normal use for regularly scheduled church functions.

1. The Council of Elders retains the right to govern the use of any facility.
2. Any use of facilities by non-Laurelwood organizations must be approved by the Team Leader of Facilities at least one week before the scheduled event.
3. The use of any facility must be scheduled with the church office during normal office hours. All functions will be scheduled on a first come, first served basis, with Laurelwood functions and member requests taking priority over non-Laurelwood functions. The facility is unavailable for non-Laurelwood events from Saturday at 3pm till Monday 9am due to Sunday service schedule and set-up.
4. Any scheduling of the facility requires the completion of the Facility Use Request Worksheet and will specify which area of the facility is to be used and the name of a contact person. The use of the facility will be limited to the area(s) specified. The contact person is responsible for the use and care of the facility and any associated equipment, required set-up, security and clean-up of the facility after its use.
5. If the kitchen is used, you must provide consumables, table settings, and any other supplies unless otherwise coordinated with the Social Committee. Clean-up of all kitchen equipment is required, and the kitchen must be left as it was found.
6. Any facility used will be returned to how you found it. Any furnishings that are displaced will be returned to their proper configuration, including equipment, supplies, and decorations, and any mess created will be cleaned up, all trash must be disposed of in the parking lot dumpster.
7. Due to the sound panels, speakers, lights, and other sensitive equipment in Fischer Hall, activities that may damage the equipment may not be held in the gymnasium.
8. No tobacco, alcohol or controlled substances are allowed on the premises.
9. Any damage whatsoever to the facility must be reported to the church office immediately following the event.
10. The contact person is responsible for contacting Laurelwood's representative for the following services either the day of scheduling or two weeks in advance, whichever is sooner: kitchen use, equipment use ie tables chairs, video and stage equipment.
11. The following fees are applicable for any non-Laurelwood activity and are to be paid either at scheduling or no less than a month in advance, with a **security deposit of \$250** due at scheduling:  
**Facility \$250** (Required), **Sound/Video and stage equipment \$100** (required if any of our equipment is used).
12. Failure to abide by this policy will result in the loss of any deposit and may result in the loss of privilege for future use.