



Building Use Policy

(revised Aug. 2020)

Waxhaw Bible Church exists to glorify God. In order to exercise good stewardship, avoid scheduling conflicts, and maintain the facility in the best possible condition, the policies listed below have been established.

Procedure

A Building Use Request form must be submitted to the office for approval. The form may be obtained from the church office or online at www.waxhawbible.org/building-use. All requests must be approved by the WBC Deacon Board or its appointed representative.

Priority of Use

WBC facilities may be used by church ministries and local non-profit organizations when space is available in the priority given:

1. Regular WBC activities and events
2. Weddings, funerals, and various special events for WBC members and regular attendees.
3. Events requested by individuals or groups from the community.
 - a. Such events must have a sponsor who is a member or regular attendee of WBC.
 - b. The sponsor must co-sign the Building Use Request form.

Approval of any given activity does not guarantee exclusive use of the church. In the event of simultaneous but exclusive use of different areas of the church, each applicant will be informed as to the presence of the other group. The office will make any determination as to activity conflict and, in such cases, grant approval to the earliest applicant.

WBC facilities will not be used for political activities. However, the facilities may be used as a polling place for elections. Another possible use would be a town meeting/forum which would be open to all sides or parties to promote better understanding of the issues.

Guidelines and Restrictions

Advertising and Promotions

The Waxhaw Bible Church name may not be used in any printed or electronic advertising or promotional materials other than for maps and directional purposes.

Prior approval must also be obtained for any postings of advertising or promotional materials on WBC bulletin boards or information areas.

Guidelines and Restrictions (cont.)

General

- The event must align with WBC's Mission Statement and Core Beliefs.
- Audio/visual- must have a WBC trained person running the equipment.
- Minors must be accompanied by at least two adults (age 21 or older).
- Alcohol and tobacco use are prohibited in the buildings and on the premises.
- Special events, including those associated with regular ministries, must have specific approval from the Deacon Board to serve food in areas other than the foyer and sanctuary of the main building.
- Decorative items and furniture in the sanctuary, lobby and classrooms must remain in place unless written approval is given from the WBC office or Deacon Board.
- All items on the stage, including instruments, must remain in place unless written approval is given from the WBC office or Deacon Board.
- No items will be fastened to any walls without approval from the Deacon Board.
- Tape is not to be used on any flooring surface.
- LED candles may be used. Wax candles should never be burned without express approval from the Deacon Board. If approved, they must be dripless or contained in a votive.
- If at any time the fire alarm system sounds, everyone must exit the building and wait for the Fire Department to give clearance to re-enter.
- Report any damage to church property to the Deacon Board, even if it was found that way.
- Report any dangerous areas, faulty equipment, or areas needing repair.
- Lockup must be done by someone approved by the WBC office who has both a key and building alarm code.
- If the event is scheduled by a non-member, the sponsor must complete the Sponsor Checklist.

Cleaning

If an event is held during the week from Sunday afternoon - Tues night, there will be no charge for cleaning (assumes the group will leave the area basically as they found it). For events on Friday night - Saturday night, a \$100 deposit may be required to pay for possible custodial services after the event. In the event that the group cleans up sufficiently so that the custodial services are not needed, the deposit will be returned.

- Clean up used areas of church property. This includes sweeping, mopping, vacuuming, wiping surfaces, trash removal, removing of decorations, etc.
- Chairs must be returned to their original set-up unless you have made arrangements with the church office.
- Kitchen clean up includes: all dishes, equipment, and cookware to be cleaned, dried, and put back in their proper location. Counter tops and floors must be cleaned. All leftover food must be removed from the kitchen. All trash must be removed. No exceptions.

Liability

- The event must align with the terms of WBC's insurance policies. Some groups may be

required to provide an insurance binder prior to use of the building based on group size, activities involved, and/or frequency of events.

- WBC is not responsible for the loss or damage of personal items. User groups shall not hold WBC responsible in any way for temporary storage of equipment or supplies. WBC can provide temporary storage of equipment or supplies if space is available.
- Any church property that is damaged or destroyed must be paid for by the responsible party in accordance with the item's value for replacement or repair, to be determined by the Deacon Board. Such costs are in addition to the fee for the use of the facility. A separate \$100 refundable deposit for damage and/or cleaning will be held for non-members.

Medical Incident Notification Policy

If a medical incident occurs on the church property, the person responsible for the event will:

1. Call for medical assistance if necessary (i.e. ambulance, police, etc.)
2. Fill out accident report form and return to the church office. An accident report form is attached at the end of this document.
3. Notify parents in cases involving minors.
4. Provide all information and paperwork to the church office by the next business day.
5. Fill out accident report with the police department, if applicable.
6. The church office will notify the insurance agent and will notify the chairmen of the Elders and Deacon Boards. The church office will maintain a record of all related correspondence, phone conversations, insurance documents, and medical records.



Incident Report

Date of Incident: _____ Time of Incident: _____

Name and address of injured person(s):

Injured person's phone number(s): _____

Where did the incident occur (Be specific to inside or outside of church, which rooms, etc.): _____

Describe incident in detail, including any injuries.

If medical care was provided (including emergency care or basic First Aid), please describe.

Witnesses to incident and phone numbers:

Name of Person Reporting

Phone

Date

