

FINANCIAL POLICY
WILLOWBROOK BAPTIST CHURCH
HUNTSVILLE, ALABAMA

Policies for Use of Facilities

Purpose:

Our Church is committed to effectively utilizing our facility in a way that supports our mission and safeguards people and property.

Reservation Information:

1. Our Church ministries have first priority for the use of the facilities.
2. All reservations for usage will be recorded in the **building reservation and information calendar** ServiceU. Event Scheduler. All reservations for non-ministry usage must be made through the church office.
3. Our Church is not responsible for the personal property of participants or injuries that may occur during the use of the facilities.
4. Our Church reserves the right to limit the use of the church facilities at any time to any group or individual.
5. Our Church reserves the right to schedule multiple events at the same time that appear to not conflict with each other.
6. Reservations are taken on first come first served basis unless otherwise noted.
7. Custodian may be consulted as necessary regarding custodial issues. The Operations Manager must approve special requests. Special requests must be in writing and will be recorded in ServiceU. Extra custodial needs may require additional charges (fee) with prior approval from Operations Manager.
8. Adult supervision of youth under 18 must be provided at all times.
9. Familiarize yourself with doors, fire extinguishers, and other safety needs.
10. Variances in church usage policy may be granted by the Operations Manager.
11. Usage of these facilities for weddings is addressed in the Wedding Policy Handbook.

Restrictions:

1. Mechanical equipment including all controls should not be touched.
2. No alcoholic beverages or smoking will be allowed in the facilities.
3. No objects such as confetti or rice may be used anywhere in the church or on the grounds at any time.
4. No rollerblading in the facility.
5. No additional signs allowed on property.
6. No abusive language, profanity, fighting or destructive horseplay is allowed.

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Childcare/Supervision of Minors:

Childcare is available only for approved Willowbrook ministry events. To ensure the safety and protection of children and respect for other groups on campus, children must be supervised at all times on our campus. Please see the Director of Childcare Services if further clarification is needed.

Free play for children/youth at Willowbrook requires adult supervision.

Parents or other adults in charge are expected to ensure that children/youth are supervised appropriately for their age and maturity. Adult chaperones are required for youth meetings and activities.

Only authorized personnel are allowed to use first aid equipment and dispense medical supplies. All injuries must be reported to the staff in charge.

Kitchen/Catering Guidelines:

1. Kitchen is not a licensed commercial kitchen to be used in the preparation of meals and therefore may be used for “warming” purposes only.
2. Coffee, paper products, condiments, etc. are only for Our Church ministries.
3. The kitchen facility and equipment are to be left in excellent condition.
4. Outside catering may be used with a caterer agreement.
5. Facilities Manager will be responsible to determine any damage or cleaning costs.

Facility and Equipment Information:

1. Worship Center seats 1,000 people. Piano and other equipment in the Worship Center may not be moved.
2. Other meeting rooms are equipped with rectangular tables.
3. Handicapped--wheelchairs can be accommodated at both the west & east entrances. All areas except the basement in main building are accessible for the handicapped. Restrooms are equipped for the handicapped. Handicapped parking available.
4. All church and kitchen equipment must remain in the church.
5. Cloth tablecloths are available for the current cleaning fee.
6. Technical equipment available includes overhead projector, TV/VCR's, and portable sound system. Worship Center sound system, projector, organ, and piano may only be used by approved persons. Fees may be charged for non-ministry usage.
7. Volleyball net and ball and basketballs are available for use with no fee.
8. Parking spaces are limited. Large groups may need to arrange parking accommodations for some events.

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Specific Guidelines for Our Church Ministry Usage:

Our Church ministries may use rooms and equipment without charge. Our Church ministries are requested to assist with setup and takedown as much as possible on a regular basis for extra events.

Setup, takedown, and cleanup from ministries will be needed when extra events occur on Saturday and Sunday. When using the facilities, please return the room to the original condition unless requested otherwise. All setup and takedown assistance is appreciated.

All ministry meetings and events at the facilities must be reserved through the ServiceU. Event Scheduler, which is available in the office. You may pick up a request form either from the front office or print one from the website and return to the front office. Please check for availability when you reserve. It is advisable to make these reservations as soon as possible.

Specific Guidelines for Non-Ministry Usage:

1. Inquiries may be made at the church office.
Office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.
2. Facilities are available for rental Monday – Friday, 8:00 a.m.- 11:30 p.m., Saturday, 8:00 a.m. – 2:00 p.m. Exceptions may be made for Our Church member usage.
3. The use of the facilities is limited to reserved areas.
4. **The reserving person must be present at all times during building use and is responsible for the conduct of all those in attendance. The responsible person will assume responsibility for any damage to the property, equipment, or facility.**
5. Decorations are limited to those which will avoid damaging surfaces or fixtures. Signs must be limited to bulletin board areas or be placed on easels.
6. Damage must be reported to the custodian or Facilities Manager, Mike Moss 883-0907 ext 112. Please report anything that causes you concern.
7. The facility should be left in good condition and returned to original condition unless custodial services were purchased. If extra custodial services are required, a custodial fee will be charged. Cost of dumpster removal will be charged to groups who require that service.

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Specific Guidelines for Our Church Member Usage (Non-ministry):

Members are welcome to use the church facilities for social gatherings, wedding receptions, recitals, and other similar not-for-profit purposes if the event does not conflict with the regular ministries of the church. (See the fee schedule)

1. Facility should be in as good a condition as you found it. Chairs and tables must be returned to their proper location.
2. Persons using the facilities are responsible to leave the facilities cleaned, vacuumed, and in the same condition as when they arrived unless custodial services are purchased. This includes waste disposal.
3. Upon departure all lights must be turned off, all foyer doors closed, outside doors and windows secured. Also, close all hallway, Worship Center and Activity Center doors.
4. Members are welcome to use the church facilities for funerals without a usage fee. Fees will be incurred for wedding ceremonies.
5. Facility may be available for members upon request for baptism and profession of faith receptions on Sunday without a usage fee. Setup, takedown, and cleanup will be provided by the member.

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Our Church Fees for Non—Ministry Usage
(non-wedding)

Equipment Fees—Member or Nonmember

Overhead projector	\$0	
Small TV/VCR		\$0
Big Screen TV/VCR	\$0	
Portable Sound System		\$50
Worship Center Sound System/operator	\$100	
Lighting operator/Light changes		\$100

Member Fees

1. After the contract is approved, the event will be scheduled in the ServiceU. Event Scheduler.
2. A 50% reservation fee is due at the time of reservation.
3. If custodial services are needed for setup, takedown, or other cleanup, custodial fees will be charged @ \$25/hour.

4. Fees:

Kitchen	\$45
Java Brook	\$45
Worship Center	\$45
Family Center (Gym)	\$45
(Per month for team practice and sport events)	
Classrooms	\$45

5. If over 50 persons in attendance, fee will increase \$25 for every additional 50 persons in attendance.

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Refund policy

If Our Church cancels the event, a full refund will be made.

Non-member Fees

1. After the contract is approved and a deposit is received, the event will be scheduled in the ServiceU. Event Scheduler.
2. Based on 6 hours or less or additional fee of \$50 per hour.
3. A \$25 per hour custodial fee will be charged for cleanup that is more than would be expected from normal usage.

Custodial Services:

Worship Center and adjoining rooms	\$75
Family Center or Foyer with food/kitchen	\$100
Family Center or Foyer without food/kitchen	\$75
Worship Center	\$50
Fee will increase \$25 for each additional 50 persons in attendance over 100 up to 1000	

Usage Fees:

Worship Center and adjoining rooms	\$300
Family Center or Foyer with food/kitchen	\$350
Family Center or Foyer without food/kitchen	\$200
Worship Center	\$175
Classrooms/no food	\$50
Damage Deposit for Worship Center, Activity Center, or Foyer	\$100
Caterer Damage Deposit	\$100

