

**Woodland Park Baptist Church  
1909 J.W. DAVIS DRIVE  
HAMMOND, LOUISIANA 70403**

**FACILITIES USE POLICIES, PROCEDURES AND FEES**

**STATEMENT OF POLICIES**

The congregation of Woodland Park Baptist Church (WPBC) recognizes that God has granted these facilities and properties for the purposes of His glory and for Christian ministry to people. To assure consecrated, consistent, and appropriate use of facilities and properties the following policies, guidelines, and fees have been adopted by the members of the WPBC congregation. These policies and procedures have been developed to establish a uniform and regular practice with regard to **ALL** events scheduled in/at/on any part of the WPBC facilities and properties. The use of the facilities and properties will be for members only of WPBC. Requests for use of facilities and properties of WPBC for **ANY** activity other than regularly scheduled and sanctioned church activities are required to adhere to the rules and guidelines set forth in this document.

Considering that all possible requests cannot be spoken to specifically in this policy, WPBC reserves the right to invoke or set special requirements as deemed necessary or deny use of facilities to meet and/or protect the interests and position of WPBC according to its charter, by-laws, and mission statement.

In the event of a natural disaster or state of emergency, WPBC will cooperate with state, local and non-profit disaster relief organizations to utilize all facilities needed and as directed by the senior pastor, administrator, or other designated person as the church deems appropriate.

**RESERVATION PROCEDURES**

Any member desiring to use any part of the facilities and properties of Woodland Park Baptist Church **MUST MAKE RESERVATIONS THROUGH THE CHURCH FACILITIES COORDINATOR.**

One person involved in the reservation will be designated as the person in charge of the proceedings and will be responsible for proper use of the facilities and/or properties requested. The designated person will meet with the WPBC Facilities Coordinator to review church policy

and expectations concerning such matters as fees, access, use of entrances and exits, equipment and those areas of the facilities and properties open to participants.

At the time of scheduling, the event/activity will be entered on the official church calendar. Scheduling is on a first-come first-served basis with priority given to church functions.

If the event/activity requires deposits, fees, etc. all monies are due at the time of scheduling. **NO EVENT WILL BE OFFICIALLY SCHEDULED UNTIL ALL DEPOSITS, FEES, ETC. ARE PAID.**

### GENERAL GUIDELINES

Woodland Park Baptist Church facilities and properties may be used only for congregation members.

WPBC facilities and properties are smoke free campuses.

Alcohol and other drugs are strictly prohibited in the facilities and on the properties of WPBC. WPBC requests that anyone using the facilities and/or properties refrain from using alcohol and/or other drugs prior to arriving at any and all church campuses.

Dancing is strictly prohibited on all WPBC campuses.

### BLACK-OUT DATES

Because of annual on-going church ministry activities, the facilities of Woodland Park Baptist Church will not be available for use during the following time frames:

**ANY** Wednesday or Sunday

**EASTER** -- Four (4) weeks prior to Easter Sunday and two (2) weeks after

**VACATION BIBLE SCHOOL** -- Three (3) weeks prior to and the weekend after

**CHRISTMAS** -- December 1 through January 2

## BUILDING USE

Persons in charge should have a clear understanding that Woodland Park Baptist Church is a place of worship. As such, guidelines are in place to avoid misunderstandings and to ensure proper care of these properties and facilities.

It is the responsibility of the person in charge for any event scheduled to see that guests are aware of and comply with all guidelines.

- 1) All arrangements for opening, closing, and general details are to be made through the WPBC Facilities Coordinator **ONLY**.
- 2) Air conditioning and heating units are programmed for auto-scheduling. Do not attempt to turn switches or change settings. Contact the church office staff for assistance.
- 3) Food and drinks are restricted to the Fellowship Hall and kitchen area. Food and drinks are not allowed in the sanctuary, front foyer, and hallways.
- 4) The use of rice, bird seed, and confetti either inside or outside the buildings is prohibited. Recommended are bubbles, balloons, bells and noise makers.
- 5) Nails, drills, tacks, staples, pins, hooks, wires, anything that leaves a hole, all types of tape or anything that can mar or damage the furniture, floors, woodwork, ceilings, or walls will not be used for any reason.
- 6) Protective plates will be placed under all live container plants, flower arrangements, and under all candles.
- 7) Extreme caution will be used to protect sanctuary aisle chairs during **ALL** events/activities.
- 8) WPBC furniture and decorations will not be moved without prior consultation with the Facilities Coordinator.
- 9) Decorations for special events (i.e., musicals, cantatas, VBS, revivals, retreats, training, weddings, etc.) will be stand alone only. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**
- 10) Any florist, decorator, etc. used by the person in charge for an event/activity will remove all decorations, equipment, etc. immediately following the event/activity.

- 11) Delivery and return of any and all rental equipment is the sole responsibility of the person in charge for an event/activity.
- 12) Teenagers and children will stay with their party (not roam the premises) during decorating, rehearsals, ceremonies, receptions, etc.
- 13) WPBC is not responsible or liable for any lost, stolen or damaged items during any event/activity. Every reasonable effort will be made to contact the person in charge for the event/activity if items are found.
- 14) All supplies, i.e. paper plates, napkins, cups, silver and plastic ware, etc., for weddings, showers, receptions, anniversaries, etc., are to be furnished by the person (s) using the facilities and/or properties.
- 15) All items will be returned to their proper places. This includes tables, chairs, gym equipment, kitchen utensils, etc.
- 16) A fee will be charged to use the kitchen. This fee is used to pay a kitchen staff person to ensure proper use of kitchen appliances and to maintain all safety issues. All utensils (knives, serving spoons, bowls, pots, etc.) borrowed from the church kitchen will be cleaned and stored by the group using the kitchen.
- 17) A fee will be charged for custodial services. This fee pays a custodial person for proper cleaning and setup of facilities. This fee is **NON**-negotiable and will be paid seven days prior to the function.
- 18) For private functions, the facilities/properties will be vacated by 9:00 PM.
- 19) All church facilities/properties will be left in pre-event condition. A building walk-through will be conducted both before and after the event/activity. Costs to repair any damages will be the responsibility of the group using the facilities/properties. The damage deposit will be applied to the cost of repair/replacement of damaged/broken items. Repair/replacement costs over the deposit amount will be the sole responsibility of the group using the facilities/properties. WPBC reserves the exclusive right to hire whom she wishes to complete repairs.

- 20) The Facilities Use Policies and Procedures document will be signed by parties using the WPBC facilities/properties before the activity/event is placed on the official church calendar.

### USE OF EQUIPMENT

Equipment (tables, chairs, etc.) of Woodland Park Baptist Church is available for private use by church members.

Arrangements for borrowing such equipment are to be made through the Facilities Coordinator **ONLY**.

Equipment is loaned out on a first-come, first-served basis.

Equipment will be loaned out on a limited time basis.

If equipment is damaged or destroyed, the person (s) borrowing the equipment is/are responsible for repairs/replacement.

Sound and media equipment **IS NOT AVAILABLE FOR USE OUTSIDE THE FACILITIES AND PROPERTIES OF WPBC**. Only WPBC trained sound and media technicians are permitted to operate these systems. Persons and groups using the WPBC facilities are responsible for hiring a trained WPBC sound and media technician.

### SERVICES OF STAFF AND PERSONNEL

If a staff member (i.e., pastoral staff, musician, sound and/or media technician, nursery worker, etc.) is desired, it is the responsibility of the person (s) requesting a service to coordinate arrangements through the Facilities Coordinator.

The staff of WPBC is under no obligation to provide a service for an individual or private group.

Staff members and personnel will be paid. Fees charged are based on current and appropriate rates for services rendered.

The WPBC Facilities Coordinator will provide a current list of available services and fees.

## POLICIES, PRODEDURES, AND GUIDELINES SPECIFIC TO MARRIAGE AND WEDDINGS

The members of Woodland Park Baptist Church believe that marriage has only one meaning. That meaning is that marriage was created by God which joins one man, born a man, and one woman, born a woman, in a single, exclusive union, as taught in the Holy Bible. Any other meaning that deviates from this definition is not recognized by the membership of WPBC. Because we believe that marriage is between one man, born a man, and one woman, born a woman, any ceremony, union, etc. outside the Biblical definition will not be performed, blessed, supported, etc. by church ministers or on WPBC property. Candidates desiring to use WPBC properties/facilities for weddings will produce a copy of birth certificates upon return of the WPBC Statement of Compliance.

The desire of WPBC is to make each wedding a worshipful and beautiful event. Therefore, every possible courtesy will be given to the wedding party.

### MINISTERS / PRE-MARRIAGE COUNSELING

The pastoral staff of WPBC is available, by appointment, to perform wedding ceremonies. Pre-marriage counseling sessions are required prior to the scheduling of these facilities.

Those desiring the use of WPBC for their wedding ceremony and prefer the services of a minister who is not a member of the pastoral staff will consult the Senior Pastor of WPBC for his recommendations and will be governed thereby. WPBC strongly recommends that pre-marriage counseling sessions be held between the couple and minister performing the ceremony.

### MUSIC

Music used at a wedding should be in keeping with the sacredness and dignity of the wedding service. The Associate Pastor of Music of WPBC must approve all music to be played and/or sung for any weddings and receptions. If the church organist and/or pianist are to be used for the wedding, they should be contacted through the Facilities Coordinator. Qualified organists and/or pianists from outside the church are welcome. Practice times for organists, pianists, and soloists must be cleared through the Facilities Coordinator at least three (3) days in advance.

## SOUND / MEDIA TECHNICIAN

Sound amplification can be supplied only for the sanctuary. If these services are requested by the wedding couple, a trained technician from WPBC will be assigned. The cost of these services will be commensurate with services provided. This technician will be responsible for clearing all orchestral equipment, music stands, and microphones before the wedding and for reset after the wedding. NO ONE other than WPBC trained technicians will operate or move any audio/visual equipment. On-stage drums CANNOT BE MOVED.

## NURSERY

Nursery facilities are available upon request. Arrangements must be made through the Facilities Coordinator. A minimum of two workers for two hours is required.

## PAYMENT OF FEES

A fifty percent (50%) **NON-REFUNDABLE** deposit for all fees along with the signed Wedding Arrangements Worksheet and Statement of Compliance is required **BEFORE** the wedding date will be reserved on the official church calendar. Payment in full is required thirty (30) days prior to the wedding date.

**NOTE:** These policies replace **ALL** past facilities and wedding use policies, procedures, and fees.