First Baptist Church of Whitney Point Policy concerning use of Activity Center

Requesting Use of Activity Center

- The Activity Center is for the use of members, regular attendees, and events that benefit the community upon receiving proof of adequate insurance.
- The church is a non profit organization and no business activity will be allowed.

Policies Regarding Use of the Activity Center

- Clean up before you leave
 - o All lights turned off.
 - o All tables and chairs should be wiped down and picked up.
 - o Floor should be swept and any spills or messes should be mopped.
 - Any garbage bags should be taken out behind the church and placed in the garbage bin.
 - o If kitchen items are used they should be cleaned and put back.
 - o Pick up any Gym equipment used.
- If you are going to use anything in the kitchen please ask first.
- No alcoholic beverages, narcotics, or tobacco are allowed in the Activity center
- Those using the building and/or property are responsible for reporting and replacing any losses or damages incurred to the building or property.
- Whitney Point Baptist Church is not responsible for any losses, injuries, or damages incurred by individuals or groups using the building or property for a non-church sponsored activity.
- Those using the building are responsible for supplying their own disposable paper and plastic products: cups, napkins, plates, table cloths, eating utensils, etc.

Scheduling

- Activities sponsored by Whitney Point Baptist Church have first priority in scheduling use of the building.
- The church has the right to cancel an event or ask for it to be rescheduled. Church use comes first if there is a scheduling conflict. (This usually only happens with events such as funerals and special events.)

Date of Event	to Time allotment needed	
Event Organizer Signature		Date
Facilities Scheduling Coordinator		 Date