

Woodland Christian Church
530 East High Street
Lexington, KY 40502
859-266-3416

E-mail: office@woodlandchristianlex.org
Last Revised January 2014

Property Use Guidelines

Mission: Woodland Christian Church has served the Christian community in Lexington since 1921. Its commitment to the community includes offering its building and grounds to various people and community groups for meetings and events. But good stewardship also demands that the church building is efficiently cared for. In this regard, individuals and groups requesting space are asked to fill out the attached request form and return it to the church office for consideration. This form is used for meetings, recurring meetings, and one-time events. All usage fees and deposits must be submitted before the form will be approved.

General Guidelines:

1. Use of the building or grounds is entirely within the discretion and approval of the Woodland Christian Church Board of Trustees. Preference is given to church supported functions, church member functions, and community non-profit organizations in that order. The building is not available for commercial or for-profit activities except in the very limited category of music recitals.
2. Use of the building or grounds must be requested and coordinated through the church office (859-266-3416 or office@woodlandchristianlex.org). Person(s) desiring to use the building or grounds shall read these guidelines and submit the attached *Request for Use of Building and/or Property form*, which acknowledges acceptance of these guidelines. The church office is open Monday through Friday, 8:30 am until 1:30 pm.
3. Only the specific building spaces reserved will be available for use by the applicant.
4. Fees and deposits will be charged for building use in accordance with the schedule included with these guidelines. Fees and deposits shall be payable in advance at the time the application form is submitted; such fees and deposits will be refunded to the extent cost related to the use are not incurred by the church. Fees and deposits will not be refunded to the extent that the church incurs costs related to the use.
5. When leaving the church after a scheduled meeting or event, everything should be returned to its proper place as it was prior to the meeting or event.
 - a. All lights are to be turned off, all tables and chairs returned to their original positions found upon arrival, and all trash picked up and put in proper receptacles. When the event is concluded, all garbage bags containing garbage will be removed from the building and placed in the dumpster or taken away. Dirty diapers must be removed from the building and grounds and not left in garbage cans.
 - b. If using the kitchen, all dishes, pots, pans, silverware, and utensils are to be washed and put away in their proper places; proper use of the dishwasher is essential to proper cleaning of dishes, silverware, and utensils. All counters, stoves, refrigerators, sinks and floors shall be cleaned.

- c. If the children's nursery is used, all toys and furniture used by children must be sanitized using the chlorine wipes provided with the room.
6. No tobacco or alcoholic products are permitted on the church property or in the church building.
7. Posters, decorations, etc. may not be attached to church property without expressed permission.
8. No furnishings may be removed from the church property.
9. Children (any person who is legally a "minor" under Kentucky law) must be properly supervised at all times by the person/group using the building/grounds. Woodland Christian Church, its employees, agents, and volunteers are not responsible for supervision of children during events covered by these Guidelines.
10. **Hold Harmless Agreement and Indemnification** – The person or group using the building or grounds hereby releases from liability and agrees to indemnify and hold harmless Woodland Christian Church, its employees, agents, and volunteers from any and all damages, whether to property or persons, that may occur from the use of the building or grounds by such person or group.
11. **Building and Grounds Security** – Security matters for the church and grounds are of the utmost importance and it is imperative persons and groups using the building adhere to the following guidelines:
 - a. Whether using the church for a one-time event or recurring group meetings, all responsible persons must ensure the Kentucky Avenue entrance doors are fully-secured at all times. During group meetings in Fellowship Hall or other meeting rooms – or for larger meetings or services in the sanctuary – using parties must either lock the Kentucky Avenue entrance door or have an individual posted at the entrance during times it may be unlocked. The Kentucky Avenue entrance doors can never be left unlocked AND unattended at any time.
 - b. Persons or groups using the building must follow a two-step process regarding locking of doors upon exiting the building:
 - i. At the close of an event or meeting, responsible person(s) or groups must ensure the Kentucky Avenue entrance is fully locked. The side pushbutton must be pushed in and the deadbolt locked from the outside.
 - ii. If the front doors leading to the High Street entrances have been unlocked for a sanctuary event, they must be secured following the event. The pushbuttons on the sides of the doors must be pushed in and the deadbolts locked from the inside.
 - c. Individuals or groups may not occupy or use other parts of the church or grounds that are not explicitly described in their building use agreement.
 - d. Woodland Christian Church has a building security system for protection of church grounds. Person(s) or groups submitting or holding an agreement for an event or group use of the building agree to abide by all matters that may relate to a mechanized security system. This may include, but is not limited to, the following: receiving basic instruction on how the security system works if required by the church, exiting the church property in full prior to timed operation of the security system, if applicable, or other requirements as they may relate to the security system.
 - e. If Woodland Christian Church experiences a false alarm via its building security system, it may receive a fine from Lexington-Fayette Urban County Government. If a false alarm is shown to be the fault of or related in any way to persons or groups listed herein, those persons or group shall reimburse the church the amount of the fine.
 - f. Person(s) or groups using the church or grounds must report to the church office any suspicious event(s) or any activity that may relate to Section 11 of this agreement.

- g. Failure to adhere to any guidelines relating to security may result in immediate cancellation of building use agreement and forfeiture of any submitted fees.
12. **A deposit of \$100** is required when a key is issued for one-time events. Keys shall be returned to the church office *within 48 hours following the event*. Key deposit will be returned to the party upon return of the key to the church office. **A deposit of \$25** is required when a key is issued to groups that use the building on a recurring basis. Deposits are refundable upon return of key to the office *and* the party requests return of the deposit. The church office must be notified if a group-issued key is transferred among person(s) within the group. **In the event that a key is lost for an event or by any group, their deposit is automatically forfeited and an additional deposit must be made to receive a replacement key.** All keys issued are numbered and recorded by the church and may not be duplicated, passed to another individual without the church's consent, or subject to any other action that may compromise security of the church building or grounds.
13. For ongoing use of the building or grounds by person(s) or group(s) Woodland Christian Church may request review or renewal of this agreement on a regular (bi-annual, annual, etc.) basis with the user(s).
14. For all weddings, the use of the building is managed by the Hospitality Coordinator. All fees for the Hospitality Coordinator are due at the time of the Request for Use.
- The use of the church for weddings requires the use of a presiding minister. The presiding minister must be either the minister for Woodland Christian Church or approved by the minister of Woodland Christian Church.
 - After acceptance by the church of the application form, the Hospitality Coordinator will meet with the wedding couple (and any others they choose) to go over use of the building. The Hospitality Coordinator will make suggestions on things that have worked for other weddings, if needed or desired. (Time allotted – one hour.)
 - At the time of the rehearsal, the Hospitality Coordinator will be present to open and close the building. The Hospitality Coordinator will help in whatever way is needed. It will be a good time to review details for the wedding day. (Time allotted – one hour.)
 - On the wedding day, the Hospitality Coordinator will be at the church one to two hours before the wedding to help receive deliveries and coordinate any last minute details concerning the building and its use. The Hospitality Coordinator will remain until guests and wedding party have departed. (Time allotted – three hours.)
 - If a reception is held at the church, the Hospitality Coordinator will help with plans for that and remain at the church until the reception is complete. (Time allotted – two hours.)
15. For one-time gatherings of non-church groups, the building use will also be coordinated by the Hospitality Coordinator for a fee as shown in the Schedule.
- After acceptance by the church of the application form, the church will contact the Hospitality Coordinator.
 - The Hospitality Coordinator will contact the person or groups using the building, meet with them to go over what is available and how it is to be used. (Time allotted – 30 minutes.)
 - At the time of the event, the Hospitality Coordinator will meet with the person(s) responsible to let them into the building and will be available for any help needed prior to the event. (Time allotted – 30 minutes.)
 - The Hospitality Coordinator will remain at the church during the event, if necessary, or will leave and return at end to check on things and lock the building. The Hospitality Coordinator will be available by phone, if not at the church. (Times will vary.)

Usage Fee Schedule

Event	Item	*Member* Usage Fee	Non-member Usage Fee	Refundable?
Wedding	Organist	\$150.00	\$150.00	If event does not take place
	Building Rent – includes Hospitality Coordinator and Custodian	\$225.00	\$700.00 (includes \$150.00 for Hospitality Coordinator and \$75.00 for Custodian)	Pro-rated refund if event does not take place
	Minister (includes all pre-marital counseling sessions)	-0-	\$350.00	If event does not take place
Wedding Reception (in conjunction with wedding)	Building Rent – includes Custodian	\$30.00	\$250.00 (includes \$75.00 for Custodian)	If event does not take place
Other One-Time Events	Hospitality Coordinator	\$50.00	\$75.00	Pro-rated if event does not take place
	Custodian	\$30.00	\$50.00	If event does not take place
	Building Rent	-0-	\$100.00	If event does not take place
Key Deposit		-0- (one-time event)	\$100.00 (one-time event) \$25.00 (recurring group use)	Upon return of key
Meetings	Building Rent – Sanctuary	-0-	\$75.00	If event does not take place
Custodial Fees (Mandatory charge if food is served or kitchen used in any way for one-time events)	Fellowship Hall	\$30.00	\$75.00	If event does not take place
	Small/Meetings <10	\$30.00	\$30.00	If event does not take place

Important note to church members: Members utilizing the building for one-time events are subject to the fees as outlined above, including the custodial fee, if food is served or the kitchen is used in any way. Member usage fees apply to personal or family events related to members (weddings, reunions, birthday celebrations, etc.). Group meetings or one-time events related to outside parties, but requested through a church member, shall be subject to non-member usage fees.

* People who have joined and been active in the congregation for at least a year prior to request.

Request for Use of Building and/or Property Woodland Christian Church

Today's Date: _____

Is this your first time using Woodland Christian Church for a group meeting or event? Yes No

Are you a member of Woodland Christian Church? Yes No

Name of Individual/Group request space? _____

Contact Information:

Name: _____

Phone: _____ E-mail: _____

Address: _____
Mailing Address City ST Zip

Alternate Contact Information:

Name: _____

Phone: _____ E-mail: _____

Address: _____
Mailing Address City ST Zip

Building Use Information:

Date(s): _____ Time (includes preparation and cleanup): _____ Number of parking spaces needed: # _____

For what purpose will the building or property be used? _____

What type of room and how many rooms will be needed? _____ # Rooms: _____

Number of people in the group that will be using the space? # _____

Will the kitchen be used? Yes No If yes, for what purpose? _____

Will the nursery be used? Yes No Name of nursery attendant (required): _____

By signing this request, I acknowledge that I have read, understood, and accepted the Building/Property Use Guidelines and Fee Schedule to which this request is attached. I agree, if serving food or utilizing the kitchen in any way for a one-time event, to pay the applicable custodial fee as listed within the Usage Fee Schedule. Custodial and organist fees should be separate payments made directly to those individuals.

Print Name

Signature

For Office Use Only:

Approved by: _____ Date Approved: _____

Who will open/close building? _____

Room(s) to be used: _____

Deposit Required: \$ _____ Deposit Received: \$ _____

Key #: _____ Key Returned: _____ Key Deposit Returned: _____