



Member Request for Use of Building and/or Property

Agreement No. _____

Complete the Entire Form (type or print clearly)

Completed Form must be received at least 14 days prior to the Event

Today's Date: _____

1. Is this your first time using Woodland Christian Church for a group meeting or event?
[] Yes [] No
2. Are you a member of Woodland Christian Church? [] Yes [] No (If no, **stop**. Use a different form). **NOTE:** *A Member is someone who has joined and been active in the congregation for at least (1) one year prior to this request.*

3. Name of Individual/Group Requesting Space: _____

4. Contact Information:

Name: _____

Address: _____

Phone: _____

E-address: _____

Alternate Contact:

Name: _____

Address: _____

Phone: _____

E-address: _____

5. Date(s) Building will be used: _____ to _____

6. Time Building will be used (including preparation and clean-up): _____ to _____

7. For what purpose will the building or property be used?

8. What type of rooms and how many rooms will be needed? (Sanctuary, Fellowship Hall, Kitchen, Nursery, Classroom)

9. Number of people in the group that will be using the space: _____

10. If the kitchen is used, for what purpose: _____

11. If nursery is used, what is the name of the nursery attendant (required): _____

12. Number of parking spaces needed: _____

13. Fee Schedule:

Event	Item	Member Usage Fee	Refundable?
Wedding	Organist	\$150.00	If event does not take place
	Building Rent – (includes Hospitality Coordinator & Custodian)	\$225.00	Pro-rated refund if event does not take place (Hospitality Coordinator cost for time spent will be retained)
	Clergy Staff – (includes all pre-marital counseling sessions)	\$0.00	
Wedding Reception (in conjunction with wedding)	Building Rent – (includes custodian)	\$30.00	If event does not take place
Other One-Time Events	Hospitality Coordinator	\$50.00	Pro-rated if event does not take place
	Custodian	\$30.00	If event does not take place
	Building Rent	\$0.00	
Key Deposit		\$0.00 (one-time events)	
Meetings	Building Rent – Sanctuary	\$0.00	
Custodial Fees (Mandatory charge if food is served or kitchen used in any way for one-time events)	Fellowship Hall	\$30.00	If event does not take place
Custodial Fees (Mandatory if food is served or kitchen used in any way for one-time events)	Small Meetings <10	\$30.00	If event does not take place
Commercial Activities	<20	10% of Activity Gross Income	If event does not take place
Commercial Activities	20+	10% of Activity Gross Income	If event does not take place

14. General Use Guidelines

- A. Use of the building or grounds is entirely within the discretion and approval of the Woodland Christian Property Committee. 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 in the very limited category of music recitals and member activities.
- B. 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 grounds shall read these guidelines submitting a *Request for Use of Building and/or Property* form. The church office is open Monday through Friday, 8:30 a.m. until 1:30 p.m.
- C. Only the specific building spaces reserved will be available for use by the applicant.
- D. Fees and deposits will be charged for building and property use in accordance with the schedule (see page 2 of this agreement). 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 costs 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.
- E. 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 place; proper use of the dishwasher is essential to proper cleaning of dishes, silverware and utensils. All counters, stoves, refrigerator, 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.
- F. No tobacco or alcoholic products are permitted on the church property or in the church building.
- G. Posters, decorations, etc. may not be attached to church property without expressed permission.
- H. No furnishings may be removed from the church property.
- I. 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.
- J. **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, members, and volunteers from any and all liability for damages, whether to property or persons, that may occur from the use of the building or grounds by such person or group.

K. **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.
 - iii. 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.
 - iv. Woodland Christian Church has a building security system for protection of the church and 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.
 - v. 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.
 - vi. 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 this agreement.

- vii. Failure to adhere to any guidelines relating to security may result in immediate cancellation of building use agreement and forfeiture of any submitted fees.
- L. 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.

If a key is lost for an event or by any group, the 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.

- M. For ongoing use of the building or grounds by person(s) and group(s), Woodland Christian Church may request review or renewal of this agreement on a regular basis (bi-annual, annual, etc.).
- N. For all weddings, the Hospitality Coordinator manages the use of the building.
 - a. The use of the church for weddings requires the use of a presiding minister. The presiding minister must be either the Senior Pastor of Woodland Christian Church or approved by the Senior Pastor of Woodland Christian Church.
 - b. 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 – 1 hour)
 - c. 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 – 1 hour)
 - d. 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 – 3 hours)
 - e. 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 – 2 hours)
- O. 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 Fee Schedule (see page 2).

- a. After acceptance by the church of the application form, the Hospitality Coordinator will be contacted by the church.
- b. 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)
- c. 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)
- d. The Hospitality Coordinator will remain at the church during the event, if necessary, or will leave and return at the end to check on things and lock the building. The Hospitality Coordinator will be available by phone if not at the church. (Time allotted – will vary)

By signing this request, I acknowledge that I have read, understood, and accepted the Property Use Guidelines and Fee Schedule included in this Request. I agree, if serving food or utilizing the kitchen in any way, to pay the applicable custodial fee as listed within the Usage Fee Schedule. All fees, including building rent, custodial, hospitality coordinator, and organist fees must be paid at the time of submitted this Request.

_____	_____
Signature of Requestor	Date

Printed Name	

For Office Use Only

_____	_____
Approved by	Date

Who will open/close building: _____

Room(s) to be used: _____

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

Key # Provided: _____ Key returned: _____ Key deposit returned: _____

Copies to: (1) Church Office (2) Custodian (3) Hospitality Coordinator (4) Requestor(s)