



HUMBLY GLORIFYING GOD

8749 US-67 Saltillo, TX 75478 – (903) 588-0491 – weverbaptistchurch@gmail.com

Building Use Policy

Building Use Approval Process

1. The purpose of use including any event content must not be in conflict with Weaver Baptist Church (WBC) By-Laws and Values.
2. Usage of the WBC facility will be limited to approved facility areas. Other areas in the building may be scheduled for other purposes at the same time.
3. Usage Request & Approval:
 - a. Complete the Building Use Policy & Facilities Use Request Form to start the reservation and usage process and submit it to the Pastor or Elders at WBC.
 - b. The party using the facility will be liable for any and all damage sustained during the event.

Building Use Policy

1. WBC functions and activities have priority over other building use. Building Use applications are considered in the order received.
2. In the case of ongoing use, such as weekly or monthly use of facilities, WBC reserves the right to preempt the use of the facilities. In such cases, at least two weeks' advance notice will be sent to the contact person for the group.
3. Freestanding candles, devices that might overload electrical circuits or anything else that might be deemed a fire hazard are prohibited.
4. No alcoholic beverages or controlled substances are allowed in the building or the parking lot or on surrounding land. Smoking is not allowed in any part of the building or immediately outside our facility.
5. Nothing may be attached to walls, pews, ceilings, or floors that might damage them. All decorations must be removed.
6. Those using the building are required to remain in areas specified in the agreement and are responsible for keeping group participants confined to those areas.
7. Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
8. All Media played within the facilities must not violate the WBC Bylaws and Statement of faith and is subject to approval by the Elders. This includes but is not limited to, Movies, Music, and Photos.
9. At the conclusion of each event, upon leaving the building, you must make certain that:
 - a. All lights and appliances are off.
 - b. All doors are locked.

- c. All garbage and trash is disposed of properly in the dumpster located in the parking lot on the east side of the church.
 - d. The room is returned to its condition before the meeting – including the arrangement of tables and chairs.
 - e. The floor is swept.
 - f. If the kitchen is used:
 - i. All eating and preparation surfaces are washed clean.
 - ii. All dishes or other kitchen items are washed, dried, and put away.
 - iii. No food items are left on the premises or in the refrigerator or freezer.
 - iv. Garbage disposal must be clean.
10. WBC assumes no responsibility for the use of the building and facilities by the party using the building and has no liability to the user for such use, and further, the user agrees to indemnify and hold WBC harmless from all third-party claims, liability, or damages arising out of such.
11. WBC reserves the right to cancel or change this agreement at any time due to ministry activities and needs.
12. Building keys, if given, must be returned within one week of the event.

Signed by Person Responsible for Event: Agrees to Weaver Baptist Church’s building regulations.

Signature _____ Date _____

Approval Signature _____



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Facilities Use Request Form

Date Requested: _____

Name: _____ Today's Date: _____

Address: _____ Phone #: _____

Email: _____ Event Name: _____

Times Requested (including your set up and clean up): _____ AM/PM to _____ AM/PM

Rooms Required for Event: _____

Facilities Usage Recommended Giving

For members in good standing, as defined in the WBC Bylaws, there is no associated usage cost. All fees are recommendations and are “as able.” If you are unable to pay and still need to use the facilities, please talk to the Elders.

Room	Price Per Hour	
Sanctuary	\$50	
Classrooms	\$25	
Old Fellowship Hall	\$25	
Children's Area	\$25	
Multi-Purpose Building (MPB)	\$50	

Total: _____

Signed by Person Responsible for Event: Agrees to Weaver Baptist Church's building regulations.

Signature _____ Date _____

Approval Signature _____