

**Valley Baptist Church,
3600 N. Chippewa Street, Appleton, WI 54911
920-733-8823, www.valleyconnex.org**

Facility Use Policy

God has blessed us at Valley Baptist with wonderful facilities to use for all types of activities and ministries. God does expect us to be good stewards of what He has given us. Below are some things to keep in mind and responsibilities to be followed when using our facilities. Reminder: any church related activity will take precedence over a non-church related activity. Please take into consideration that there are costs involved in the everyday use of the facility. **Donations are accepted and appreciated.**

Any person or group must sign and return the Church Facility Reservation Request and Agreement form before it is added to the calendar.

Approved Users and Priority of Use: The pastor or official designee must approve all uses of church facilities.

Priority shall generally be given to members of the church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church.

Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are in harmony with the church's faith and practice.

The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated in guidelines below and as described in any additional instructions by church staff.

Someone will meet with the contact person before the date of usage to go over the guidelines and answer any questions.

FACILITY USAGE GUIDELINES: NO ALCOHOL OR TOBACCO USE IN CHURCH BUILDING OR ON GROUNDS.

- Due to church activities, non-church events cannot be set up until day of event and time of space usage shall not exceed 6 hours (including decorating, set up, and clean up). Event or activity must be finished by 9:00 p.m.
- Unlocking and Locking Procedures. A lockbox is currently mounted on the door under the canopy straight ahead as you approach the church building. Inside the lockbox is a key to access the building. A code will be given to the person who is designated the primary contact to access the key from the lockbox and open the door. When the event is finished, the key is used to relock the doors and then placed back in the lockbox and the lockbox closed.
- Minor children (under 18) must at all times be supervised by their parents or adults and are not permitted to roam freely on church property, playground, or rooms that are not reserved for the event.
- The use of candles or open flames is not permitted.
- Groups using outdoor facilities are responsible for keeping the grounds clean and free of trash, bottles, containers, and paper. **No alcohol or tobacco use in church building or on grounds.**
- Use ONLY the designated rooms you have reserved.
- No RED beverages.
- Decorations should be tabletop or free standing only; nothing attached to the walls. No church decorations shall be removed. **No glitter or play dough.**

WELCOME CENTER

- Tables, chairs, and/or other furnishings used are to be returned to their original places.
- Extra tables or chairs needed will be set up by group using area and stored away when finished.
- Food should be kept in the Welcome Center/Kitchen only.
Trash emptied and taken to the outside bin. (Fenced area next to garage)
- Spills should be cleaned immediately. Tile floors should be wiped up of any liquids or food. Carpeted floors should be blotted with water-soaked paper towels and dried with paper towels. Supplies are available in the kitchen under the sink. If it is after hours, please make note of it on the Facility Usage Guideline sheet after your event.
- Audio Visual information & training is available if needed. Contact the church office.

WORSHIP CENTER

Use of Audio/Visual or Sound equipment must have prior permission. Only individuals trained on A/V and Sound equipment at Valley will be permitted to operate and handle equipment and systems if they are available for your request. Fees for use and/or operators will be determined at the time of request if approved. **No Food or Drink is allowed in the Worship Center.**

MULTI-PURPOSE ROOM:

Any set up in the multi-purpose room should be left empty and set up on the day of the event or activity. Table and chairs are stored in **Room 115B. Round tables are stored in Storage closet 103 on the right as you enter the Welcome Center from the multipurpose room**

CLASSROOMS

- Do not move toys, books, or furniture from one room to another.
- Disinfect small toys in a bucket or sink using warm water and dish soap.
- Spray larger toys with disinfectant spray (you provide). We use Clorox Anywhere Hard Surface.
- Wipe down all surfaces like rocking chairs and changing tables with water/dish soap.
- Replace sheets and changing table covers (if used).
- Consolidate & empty garbage cans (if needed) & take trash to the outside dumpster near garage.
- Classroom marker boards should not be erased.
- Bring your own markers, pencils, paper, and other supplies you need for your groups use.
- No taping of any type, adhesives, staples, or tacks are to be used on any wall surface.
- Nothing is to be mounted on doors, windows, glass, posts, or mirrors regardless of how it is attached.
- Any item found improperly displayed will be removed and any damage to the above will be charged to the appropriate group.
- **No glitter or play dough.**
- Tables, chairs, toys, books and/or other furnishings used are to be returned to their original places.
- Any extra tables or chairs will be set up by group using area and stored away when finished.
- Vacuum carpets if needed.

KITCHEN : CLEANING SUPPLIES ARE AVAILABLE UNDER THE SINK IN THE KITCHEN.

- Each group will be responsible for setting up, clean up, and take down; and the area left as set up prior to event.
- Bring your own supplies (plates, cups, napkins, coffee, creamer, etc.)
- Permission is required if refrigeration is needed. If the refrigerator is used, do not leave any items you have brought in the refrigerator.
- All countertops, stoves, sinks, tables, and chairs are to be wiped down with warm water and dish detergent first and sprayed with the antibacterial cleaner provided under the sink.
- Dishes and any other kitchen items used should be washed, dried, and put away and not left in drainers or on the counters.
- Floors must be swept, mopped and/or vacuumed if needed.
- All trash must be properly bagged, taken out to the waste bin outside (near garage) and a new bag put in.
- Recyclables should be separated from garbage and emptied from the plastic bag into the outside bin located in the fenced area next to the garage. Trash bags are available in the marked cabinet in the kitchen.
- Put all used dishtowels and cloths into the plastic bin provided in the kitchen.
- The Ice machine is available for use. Make sure the ice scoop is back in holder.
- A first aid kit is available in the kitchen drawer marked "First Aid".

RESTROOMS

- Empty trash cans if needed. Check that toilets are flushed and left clean. Make sure faucets are turned off.

DAMAGES AND INJURIES: (FORMS ARE AVAILABLE IN WALL HOLDER BEHIND KITCHEN DOOR.)

- Groups will be responsible for any damage to church facilities or property caused by misuse, negligence, or carelessness.
 - Any damage that occurs during a group's use of the building must be reported as soon as possible to the Church Office and must be paid for promptly.
 - Groups using the facilities will be liable for damage to church property.

- Any injuries which occur during a group's use of the building must be reported as soon as possible to the Church office. If the church office is not open call one of the emergency numbers listed below.
(Forms are available in the kitchen in the rack on top of the ice machine.)

ALARMS AND EMERGENCIES:

Fire Alarm: In the event of a fire alarm, please evacuate the building immediately. The fire department is dispatched automatically to a fire alarm.

Phone Numbers to call in case of an emergency:

Bill Hissem, Logistics Manager - 920-585-8154

Pastor Tim Moffett – 985-974-5800

VALLEY BAPTIST BUILDING USAGE FORM

Space is reserved and added to the calendar when facility usage form is returned signed and approved by the church. A usage checklist is provided in the kitchen and should be filled out and put in the plastic wall bin after each event or activity.

Event or activity: _____ How many people expected? _____

Reservation Contact Person: _____ PHONE: (____) _____

Email: _____

Contact Person at the Event (*if different from Reservation Contact*): _____

Phone: _____ Email: _____

Date(s) Needed: _____

Day(s)/Frequency (*if recurring*): _____

Event Time: (*include set up & clean up time separately*) _____ ☐ AM ☐ PM

Audio/Visual Desired (*upon approval*): ☐ YES or ☐ NO

(If yes, list type): _____

NO SET UP EXCEPT DAY OF EVENT OR ACTIVITY

ROOMS NEEDED:

- ☐ Cove Room (s) _____
- ☐ Wright House: _____
- ☐ Upstairs: _____
- ☐ Ground Level: _____
- ☐ Downstairs: _____

Notes/Comments: _____

WE AGREE TO:

1. Report and be responsible for all damaged, destroyed, or missing furniture and furnishings.
2. Clean rooms used (including bathrooms) and put back in order.
3. Use only reserved space.
4. Fill out checklist form provided.

Signature of Applicant: _____ Date: _____

I have read the facility usage policy and will adhere to the guidelines.

Someone will meet with the contact person who will be at the event before the date of usage to go over the guidelines and answer any questions.

NO ALCOHOL OR TOBACCO USE IN CHURCH BUILDING OR GROUNDS*

Worship Center Maximum: 537
Welcome Center Maximum: 200
Youth Center Maximum: 266
Multipurpose Room Maximum: 82

FACILITY USAGE CHECKLIST

Please complete after usage where applicable by initialing and leave in plastic wall slot near kitchen door. Extra copies are available on the ice machine behind the kitchen door.

Rooms Used:

- ☐ Cove Room (s) _____
- ☐ Wright House: _____
- ☐ Main Church building (Upstairs): _____
- ☐ Main Church building (Ground Level): _____
- ☐ Downstairs: _____

- ☐ Areas/Rooms used are checked, cleaned, and put back in original order.
- ☐ Table, chairs, and furnishings placed in original configuration.
- ☐ Bathrooms checked, toilets flushed and water faucets off.
- ☐ Toys in preschool rooms washed, sanitized, dried, and put away in proper place.
- ☐ Diapers are put in trash bin outside.
- ☐ Kitchen cleaned and returned to original configuration.
- ☐ Dishes washed, dried, and put away, (not left on counters
- ☐ Leftover food removed from premises.
- ☐ Countertops, stoves, sinks, and tables cleaned with antibacterial cleaner.
- ☐ Dishes and coffee pots used washed and put away from where they were taken.
- ☐ Dishtowels and cloths put into the plastic bin provided.
- ☐ Recyclable glass and cans collected and placed in outside bin (near garage).
- ☐ Trash is bagged, taken out to waste bins outside (near garage), and a new bag inserted into the bin.
- ☐ Spills cleaned on kitchen, tiled floors, or carpet.
- ☐ Floors swept, mopped &/or vacuumed, if needed.
- ☐ Stoves are off if used.
- ☐ All lights are off.

Observations or comments? (Supplies needing to be re-stocked or replaced? Any damage to the building or property or any injuries during the event?)

EVENT: _____ DATE: _____

RESPONSIBLE PERSON SIGNATURE: _____

EMAIL: _____ PHONE: (____) _____

PRESCHOOL CLASSROOM USAGE CHECKLIST

Please complete after usage where applicable by initialing and leave in plastic wall slot near kitchen door. Extra copies are available on the ice machine behind the kitchen door.

ROOMS USED: _____

- ☐ Areas/Rooms used are checked, cleaned, and put back in original order
- ☐ Table, chairs, and furnishings placed in original configuration
- ☐ Bathrooms checked, toilets flushed and water faucets off
- ☐ Small Toys washed, sanitized, completely dried, and put away in proper place.
- ☐ Spray larger toys with disinfectant spray (you provide).
- ☐ All surfaces wiped down, (rocking chairs, changing table, etc.) with water/dish soap.
- ☐ Replace sheets and changing table covers (if used).
- ☐ Diapers are put in the trash bin outside.
- ☐ Trash is bagged, if full, taken to the trash bin outside (near garage), and a new bag inserted into the bin.
- ☐ Spills cleaned on tiled floors or carpet
- ☐ Floors swept or vacuumed if needed.
- ☐ All the lights are off.

Observations or comments?

- Supplies needing to be re-stocked or replaced?
- Any damage to the building or property or any injuries during the event?

Event: _____ Date: _____

Responsible Person Signature: _____

Email: _____ PHONE: (____) _____

VALLEY BAPTIST CHURCH FACILITY DAMAGE REPORT

Date of Event _____ Event: _____

Contact Person: _____ Phone No: (____) _____

Address _____

Email _____

Location of Damage _____

Damage reported by: Name _____ Date _____

Damage description: _____

Return completed form to Church Office or mailbox No. 40 in the Welcome Center in a timely manner.

ACCIDENT REPORT (REPORT NO MATTER HOW MINOR THE ACCIDENT MAY BE)

Date: _____ Time: _____ ☐ AM ☐ PM

Name of Injured _____ Age _____ Sex _____

Address _____ City _____ Zip _____

Parents Name, if a minor: _____ Phone No: (____) _____

Area Where Accident Occurred: _____ Condition of Area: _____

Describe Injury to Injured Person: (Be Specific) _____

How Did the Accident Occur: _____

Action Taken: _____

Witness To the Accident: _____ Phone No: (____) _____

This Report Made By: _____

Return completed form to Church Office. If the church office is not open call one of the emergency numbers listed.