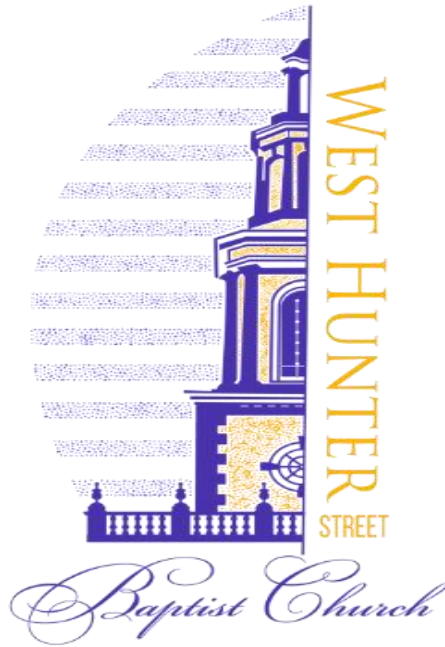


West Hunter Street Baptist Church

Facilities Use and Rental Policies and Procedures



West Hunter Street Baptist Church

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I. Introduction

The purpose of this document is to outline the policies, procedures, and guidelines for renting or leasing facilities at West Hunter Street Baptist Church (WHSBC). These policies ensure our facilities are used in ways consistent with our mission and values while maintaining safety, respect, and fairness. Interpretation of any facility policy shall be made by WHSBC Facilities Chairperson or designated representative.

II. Definitions

1. Member: A person who has joined WHSBC and made a financial contribution within the last 12 months.
2. Non-Member: Any person who does not meet the member criteria.
3. 501(c)(3) or 502(c)(6): A tax-exempt organization recognized by the U.S. Federal Government. Proof of designation may be required.

III. Application and Reservation of Facilities Process

1. All requests must be submitted in writing at least 15 days prior to the event date. **Verbal requests will not be accepted.**
2. Complete the Facility Use Policy & Rental/Lease Agreement Form and submit the form to the church office. This form may be downloaded from WHSBC.com website located under Facilities Use and Rental or requested from the church office.
3. Check the WHSBC Church Calendar before publicizing your event to avoid conflicts.
4. A refundable deposit is required to secure your reservation. Deposit is due seven business days in advance with the signed agreement. Final payment is due five business days before the event.
5. In cases of on-going use, such as weekly or monthly rental WHSBC reserves the right to pre-empt ongoing rentals with two weeks' notice.

IV. General Policies

1. Facility rentals are limited to approved areas only.
2. Activities must align with WHSBC's mission.
3. All users must pay rental fees according to the Fee Matrix.
4. Agreements are non-transferable.
5. The applicant is responsible for all participants.
6. WHSBC is not responsible for theft or injuries.

V. Decorations and Set-Up

1. Decoration time must be reserved and is billable rental time.
2. No decorations may be affixed (nailed, taped) to walls, doors, windows, or hung from ceilings, without permission.
3. Fog machines, fireworks, sparklers, candles, and open flames are prohibited.
4. Facility fixtures, furniture, landscaping, and equipment should remain in the same condition prior to the event.

VI. Payments and Refunds

1. Payments must be made by cashier's check or money order payable to WHSBC.
Attention: Mr. Clarence Williams. No cash or personal checks accepted. Please contact the church office to confirm receipt of payment prior to the event.
2. Returned checks incur a \$35 fee.
3. Late fees apply after the due date.
4. Extra rental time will be charged.
5. Contract changes must be made 14 days in advance.

VII. Cancellations

1. All cancellations must be submitted in writing and confirmed by the church office.
2. Deposits will be refunded for cancellations due to natural disasters

VIII. Facility Use Guidelines

The sanctuary must be respected as a sacred space- no excessive noise, inappropriate attire, or disruptive behavior.

1. Comply with all laws. Users shall observe, obey, and comply with applicable city, county, state, federal laws, and regulations. Failure to comply may result in loss of deposit.
2. No gum in the gym or sanctuary (\$25 fine).
3. Free parking included unless used for storage.
4. No food or drink in the sanctuary.
5. WHSBC staff handles building access.
6. All activities must comply with Noise ordinances.

IX. Media Equipment and Technology

1. Request for use of the sanctuary sound system, media equipment, or technology must be requested in writing to the church office.
2. Additional fees may apply for Media Ministry personnel services required for the event.

X. Custodial Services

1. Turn off lights before leaving.
2. Temperature settings controlled by WHSBC staff.
3. Do not prop open exterior doors,
4. Keep windows closed and always locked.
5. WHSBC custodial staff will provide general clean-up prior to the event and following the event.
6. Events that extend beyond the contractual agreement may incur additional fees.

XI. Security, Insurance, and Waivers of Liability

1. The user must pay law enforcement security.
2. Liability insurance is required and shall be provided to WHSBC upon request.
3. Background checks required for events with minors
4. **Waivers of liability are required for anyone using exercise equipment in the Abernathy Activity Center.**

XII. Minors and Required Adult Supervision

1. Maintain one adult per seven minors.
2. Minors must remain in rented spaces.
3. Maintain supervision of minors at all times.

XIII. Prohibited Acts

1. No alcohol, use of tobacco products, or smoking.
2. No firearms or weapons are permitted.
3. No gambling or activities that promote profit public events are prohibited.
4. Political campaigns and activities must follow applicable regulations.
5. Fire regulations prohibit vehicles blocking driveways or entrance ways.
6. No animals are permitted, except for companion animals.

XIV. Facility Cleanup

1. Remove all decorations, food, and personal items.
2. Professional cleaning costs may be billed to applicant.
3. WHSBC staff is not responsible for or permitted to sign for deliveries.

XV. Indemnity Statement

Facility users agree to hold harmless and indemnify West Hunter Street Baptist Church (WHSBC), its Board of Trustees, Officers, employees, representatives, and members [herein: Released parties] from and against any and all liability, claims, actions, cause of actions, losses, damages, demands, suits, judgments, cost, and expenses arising out of bodily injury (including death) to persons, damage, to property, or financial loss, including but not limited to, any and all costs, expenses legal fees and liabilities, incurred in whole or part by negligent act, error of omission of the facility user, or result of defective services.

XVI. Insurance, Liability, Loss and Damage

West Hunter Street Baptist Church (WHSBC) shall not be liable for any injury to persons or loss damage to property or individual property which occurs during the use of the West Hunter Street Baptist Church facility or when traveling to and from the West Hunter Street Baptist Church as part of the event or event preparation.

Applicants (individuals, organizations) who rent the facility are financially responsible for any damages to personal or loss of personal property, including West Hunter Street Baptist Church property. A fee equal to the loss of property belonging to West Hunter Street Baptist Church (WHSBC) will be charged to the applicant, in addition to a charge for staff time incurred. The fee will be deducted from the security deposit. If such charges exceed the security deposit it will be billed to the applicant. West Hunter Street Baptist Church reserves the right to pursue legal action and the applicant will also be responsible for fully reimbursing all legal and court costs associated with recovery of associated damages.

XVII. Rental Fee Matrix

Facility Rental	Member Fee	Deposit	Non-Member Fee	Deposit
Sanctuary Only	\$300.00	\$150.00	\$800.00	\$400.00
Kitchen and/or Dining Room	\$350.00	\$175.00	\$650.00	\$325.00
Sanctuary & Dining Room	\$650.00	\$325.00	\$1450.00	\$725.00
J.R. Butts Fellowship Hall	No Charge	N/A	\$200.00	\$100.00
*Abernathy Activity Center	\$100.00	\$200.00	\$100/ per hour (min. 2 hours)	

*Abernathy Activity Center Guidelines and Fees:

Additional service as requested: Sound \$125.00

Church Member: Deposit \$200.00 when agreement signed; Refundable fee of \$100.00, if facility is left clean.

Non-Member: Minimum usage is two (2) hours; deposit is \$300.00 or 50% (or whichever is greater) of the cost of the Facility Use and is due when the agreement is signed. The cleaning of the facility is the responsibility of the renter.

Note: Usage of the kitchen facilities not included in the matrix above. Kitchen facilities will require separate agreement using rates itemized in the one-time facility usage contract. Kitchen paper products, food, and any kitchen amenities are not part of the ongoing rental provisions.

