

## **Lakeside Baptist Church Facilities Use Policy**

In seeking to be faithful stewards of the gifts God has given to us and hospitable neighbors in our community, Lakeside Baptist Church offers our facilities for use to a large number of community organizations and activities. We attempt to accommodate as many groups as possible, as requests are made, according to the policies listed below:

\*All requests for use of our facilities should be made through the Administrative Assistant by calling the church office at 446-0126. Meetings and activities will be scheduled on a first-come, first-served basis, so long as there is not a conflict with a church event or activity.

\*A responsible party from the group will be required to fill out a Facility Use Request Form, indicating dates and times, which rooms will be needed, any equipment that is required, etc. This form may be obtained through the church office. The responsible party will also need to arrange with the Administrative Assistant for picking up and returning keys, if necessary.

\*Furniture should not be rearranged in any room except Kincheloe Hall. If additional tables or chairs are needed in other rooms, please arrange this with the Administrative Assistant ahead of time.

\*Groups using our facilities will be responsible for their own clean-up and trash disposal. Trash receptacles are located at the end of the driveway on Western Avenue behind Kincheloe Hall.

\*Non-profit organizations are invited to use our facilities free of charge. Individuals who are not church members who wish to use the facilities for events such as parties, showers or private meetings may do so for a charge of \$50. If additional custodial services will be required, they can be arranged in advance for a fee of \$75.

\*Meetings and events which are sponsored by groups involved in political activities or campaigns or which endorse a particular perspective on social or political issues must be approved in advance by the Diaconate of the church. The request should be submitted in writing, giving specific information about the group making the request and the event being held, in time to be considered at a scheduled meeting of the Diaconate. The Diaconate typically meets on the third Sunday of each month.

\*The use of both tobacco products and alcohol on the church campus is prohibited.

