

BUILDING USE AGREEMENT

It is part of WABC's mission to serve the community; therefore, every group that meets here is truly welcome. We thank each of you for doing your part to keep the building clean, well-maintained, and available for all who benefit from its use.

West Acton Baptist Church
592 Massachusetts Avenue
Acton, Massachusetts 01720-3228
Telephone (978) 263-5902
E-mail: wabcadmin@verizon.net



GROUP/ORGANIZATION: _____

CONTACT NAME: _____

CELL PHONE #: _____ E-MAIL ADDRESS: _____

REGULAR USER DAY: _____ FREQUENCY: _____ TIME: _____ to _____

SINGLE EVENT DAY: _____ DATE: _____ TIME: _____ to _____

NO. ATTENDING: _____ ASSIGNED ROOM(S): FELLOWSHIP HALL

Guidelines for Facility Use:

- Please contact the church office for permission before posting signs and/or decorations.
- Please use only the room(s) you have been assigned.
- Please use only the storage cabinets/closets and supplies that belong to your group.
- **Room Setup and Takedown/Cleanup:** It is the responsibility of each group to lay out the room as needed for its own use. Following the meeting, please replace furniture as it was, broom clean the area, and collect all trash and place in the dumpster in the parking lot. Wipe down all surfaces (chairs, tables, door handles, light switches).
- **We are a drug and alcohol-free property. This covenant applies to all groups using our facility.**
- **Smoking Policy:** No smoking is permitted on the playground, inside the church building, or outside within 15 feet of the church entrances. Smoking is allowed only in designated areas; cigarette/cigar butts and other waste must be deposited in the can provided in smoking area (outside the coatroom door by the two benches).
- Animal companions are not allowed inside the church building. Certified service dogs are welcome.
- **For COVID-19 safety, please do not serve food or beverages. Kitchen use is not permitted at this time.**
- Individuals may bring their own personal beverages.
- Keep fire doors closed at all times. **Upon leaving the building, please be sure all lights are shut off and all outside doors are locked.** Please leave thermostats as they are, as they are on timers.

Any cleanup left undone will necessitate a custodial cost of \$40 to your group, as well as coverage for costs to repair any damage.

Please assign a group representative to ensure that the guidelines are followed, including (1) takedown/cleanup and (2) what needs to be done before you leave the building, as well as (3) making sure bathrooms are neat & clean (see list on bathroom door & wipes in bathrooms). *If you choose not to complete items (2) and (3), for a fee of \$40 you may opt to have our custodian come in following your meeting to complete these tasks.*

Our group is opting to pay an **additional \$40** to clean up after our meeting is over.

I understand and accept these terms: _____
Signature Date

I will make sure the guidelines are met: _____
Signature Date

Church Representative: _____
Signature Date

(\$) **DONATION:** _____ per use (Donation for Regular Users: \$20/hour for actual use)
(Donation for Single-Event Users: \$50/day plus \$20/hour for actual use.)

Donation must be provided in advance by check or money order to WABC, in addition to a security deposit of \$50.
~Revised July 2021~