



Eastwood Baptist Church
2810 Hwy 80, Haughton, LA 71037
Phone: (318) 949-9433

Facility Usage Guidelines

This packet summarizes expectations and commitments whenever Eastwood Baptist Church (EBC) is being used.

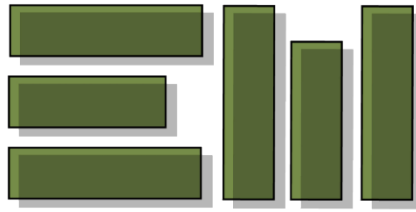
1. General Requirements

- a. All request to use a facility are processed on a first-come, first serve basis, contingent upon room availability. The church program and church sponsored events have priority over other events. Church facilities will not be used on days with Church scheduled activities (i.e. Wednesdays and Sundays)
- b. All facility use requires a "Facility Rental Application" to be completed and submitted to the church office for approval.
- c. Confirmation of facility usage will not occur until the church ministry staff verifies that all requested information has been submitted (signed documents and paid all upfront fees due).
- d. You must be a member of Eastwood Baptist Church or have a child that's currently enrolled in Eastwood Childcare Center.

2. Facility Use Requirements

- a. Keys are not issued to individuals/groups using the facilities. Church personnel will open and secure facilities according to times indicated on the application.
- b. Inflatables can be utilized for an additional fee. Inflatables are not available for any evening events.
- c. Laws and Ordinances: Individuals using church property and facilities shall conform to all state, parish, and District rules, regulations, and ordinances including, but not limited to those pertaining to fire, health, and safety.
 1. Alcoholic beverages, drugs or tobacco (including e-cigarettes) in any form are not permitted on church property.
 2. No weapons of any kind are permitted on church property. Weapons include bladed weapons, paint guns, fire arms or replicas.
 3. Regular exit doors, walkways, and gates shall not be blocked.
 4. Smoking is prohibited inside EBC facilities and all areas of parking lot.
 5. Proper attire required at all times. (Ex: shirts on at all times, no bikinis, no sagging pants, etc.)

- d. Objectionable Conduct: The church reserves the right to eject any individual whose conduct is disorderly or disruptive in one or more of the following ways:
 - 1. Intoxication
 - 2. Use of abusive, indecent, profane, or vulgar language
 - 3. Making offensive gestures or displays
 - 4. Abusing, fighting or threatening another person
 - 5. Vandalism
- e. Damage to Facilities: The individuals/groups using the facilities under these rules will be liable for any damages to or destruction of church property beyond that caused by ordinary wear and tear. Negligence will result in an individual/group being accountable for damages and withdrawal of consideration upon subsequent request. To prevent such damage, the church reserves the right to cancel or postpone any scheduled event.
- f. Abandoned Property: Users are responsible for removing all property at the close of their event. Items which are left on the property will be disposed of as abandoned property.
- g. Basic Requirements and Clean-up:
 - 1. The use of nails, tacks, staples, or tape of any kind on the walls is strictly prohibited.
 - 2. Furniture and wall hangings are not to be moved without prior approval with the church office.
 - 3. Any decorations and personal belongings must be removed at the end of the event.
 - 4. Event area should be cleared of any debris and trash should be placed in provided containers. Church personnel will dispose of bags.
 - 5. Bathrooms - lights and water turned off, toilets flushed and any trash on floors should be picked up.
 - 6. Report any damage to equipment or property promptly to the office.



Facility Use Wavier and Release

I enter into this Facility Use Wavier and Release (Agreement) with Eastwood Baptist Church for use of the facility located at 2810 Hwy 80, Haughton, LA.

1. **Wavier and release of all claims**

I understand and agree that neither Eastwood Baptist Church, nor its trustees, representatives, employees, agents, and authorized volunteers may be held liable for an occurrence relating to the use of the facility, which may result in injury, harm, or other damages to the undersigned and/or guests, invited or not. Rather, I agree that I alone shall be responsible for any property damage, personal injury or death that may occur during the use of the premises.

In consideration for use of the facility, building and grounds as well as any and/or all appliances and fixtures within the facility, I release Eastwood Baptist Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may arise out of my use of the facilities. I further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion which may arise out of my use of the facilities.

2. I understand that Eastwood Baptist Church is not responsible for any lost or stolen valuables or property from within the facility.

3. While at the facility, I agree to conduct myself in a responsible manner and will refrain from engaging in inappropriate conduct of any kind; including loud, foul or slanderous language, intoxication, vandalism, and/or fighting with another person. Alcohol, smoking or the use of drugs are strictly prohibited from the grounds and inside EBC facilities.

4. I acknowledge that I have received and read a copy of the current guidelines governing the use of the facility. I agree that I will fully comply with all the guidelines required for use of the facilities.

I have read the agreement and understand the terms herein are contractual and not mere recital and I am consented to be bound by its terms. I agree that any violation of the agreement and its terms and conditions, as determined by Eastwood Baptist Church, will void and terminate this agreement and may result in loss of the ability to use the facility.

Sign Here: _____

Please type your First & Last name

Date: _____

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.