



WESTSIDE church

615 Wright Ave Richland, WA 99352 | 509.946.4656 | westsidechurchrichland.org

Facility Usage Guidelines

1. We will try accommodating outside meetings as long as they do not conflict with church ministry needs. You will need to fill out a Calendar Reservation Form with your request (these requests are only reviewed once a week – all new requests need to be received no later than Monday to be reviewed for that week).
2. You may be displaced due to other church ministry needs – we will try to notify you 2 weeks in advance.
3. If you have a schedule change, please let us know as soon as possible.
4. You will be responsible for your meeting space which includes unlocking/locking doors, turning off lights, and leaving your meeting space as you found it (ie moving back any furniture to the way it was when you arrived).
5. There is no smoking (including vaping) allowed within 20 feet of our facility. If you do smoke, please dispose of butts appropriately (ie. not littered on our grounds, our neighbor's properties, or in wastebaskets in classrooms or public restrooms).
6. Our church dumpsters are not for public dumping.
7. Our West Side North building (615 Wright Ave) is a nut-free facility. This means no nuts or nut-flavored products of any kind.
8. We are not responsible for misplaced items. Please be sure to check your space(s) before you leave.