



Williams Boulevard Baptist Church

Mission Groups

We are looking forward to having your youth group stay at *Williams*. Please find included your ***Building Use Guidelines***. It is important that you review these guidelines and if you have any questions, call me.

It is advisable that you give final confirmation of the dates needed and your arrival time at *Williams* at least 48 hours in advance. This allows us to schedule someone to be here to meet you when you arrive. Also, this will enable us to communicate with each other as to any last minute changes in scheduling.

Once, again, looking forward to having you minister to the New Orleans area.

Sincerely,

Stephen Byrd
Minister of Education

Building Use Guidelines

for Mission Groups @ Williams

The following are guidelines for using the facilities of Williams Boulevard Baptist Church by Mission Groups for overnight or weekly stays.

In accordance with our church's policy, all groups must provide a copy of insurance liability before arrival.

The following areas are available for use:

- * Sleeping areas - Sunday School rooms on 2nd floor of Building C
- * Showers in men and women's restrooms located behind Family Life Center, Building C
- * Kitchen located in the Family Life Center, Building C
- * Gym in Building C

Note: The Worship Center and other parts of the church property are locked for security purposes.

Although we try to be helpful to groups in providing facilities, there is a small cost involved.

Cost: \$10.00 per person / per night

This fee helps us with electricity, insurance and clean-up costs.

Upon arrival at the church, you will be given a set of keys, shown around the building, and last minute details will be discussed.

The following guidelines will be strictly adhered to:

1. If your group is staying on a Sunday, details will be given as to where to move luggage, since the rooms being used for sleeping are needed for Sunday School classes.
2. All use of the buildings is dependent upon the calendar of *Williams*. It is the visiting groups responsibility to work around this calendar.
3. No furniture or equipment is to be removed from a room without the consent of the Minister of Education. The rooms must be returned to their original setting before the group leaves.
4. No drinks or food are allowed in any of the buildings except for the gym and kitchen. (Drinks stain the carpets and food draws insects and rodents).
5. Groups wishing to stay at *Williams* will be asked to work at *Williams* in some form of mission work. This will be coordinated by the Minister of Education.
6. Your group is responsible for cleaning up all areas that are used on a daily basis, including the kitchen and family center. Many people use the kitchen and Family Life Center so please make sure that any food you wish to keep is well marked. There is a refrigerator and freezer available for your use. Trash bags are also provided.

7. Your group is responsible for any damages to the *Williams* buildings. Horseplay or practical jokes that may damage the *Williams* buildings is strictly prohibited. We inspect the areas before you arrive and after you leave. If damage occurs related to your group's visit, **the visiting group will be responsible for all repair charges.**

8. Since air-conditioning our buildings is very expensive, all units need to be set **no lower** than 70°. If set any lower, they will freeze up and your group would then be without A/C. This would be tough with the hot weather and humidity of New Orleans. So remember, **no lower than 70°**.

All checks for stay should be made payable to: ***Williams Boulevard Baptist Church.***

If you have any questions call Stephen Byrd at (504) 443-2363. You can also reach him by e-mail at sbyrd@williamsblvd.org.

We look forward to being able to help you minister to New Orleans.

Mission Group Application

Name of Group: _____

Contact Person: _____

Home Phone: _____ Cell Phone: _____

Church Information:

Church Name: _____

Church Phone: _____

Address: _____ City: _____ State: ____ Zip: _____

Dates of Stay: _____ Arrival Date and Time: _____

Departure Date and Time: _____

Other Information:

Sleeping in Building: _____

Males: _____

Females: _____

* Kitchen Needed: yes _____ no _____

* Cooking in kitchen: yes _____ no _____

* Gym Needed: yes _____ no _____

Available for work at *Williams*: yes _____ no _____

Mission Work Area:

Please return this form to :

Attn: Stephen Byrd,
Williams Boulevard Baptist Church
3000 Williams Blvd., Kenner, LA 70065