

Family Life Center Building Use Policy

MISSION STATEMENT

The Family Life Center of Zion Baptist Church is to be used for worship, fellowship, recreation, celebrations, and teaching and for the proclamation of Christ.

The Family Life Center is for use by members of Zion Baptist Church and their guests and for use by outside groups as scheduling allows and per the following policy and guidelines.

GENERAL

1. Scheduled church activities always take priority over free play.
2. **Whenever the FLC is used a responsible party who must be at least 21 years old must be present and in charge.** The FLC is not to be used without a responsible party named. The responsible party is the person who reserves the building or space, who is in charge of the group in the building or space. This person is responsible for care of the building, furnishings and his or her group. The responsible person will be given a copy of the FLC regulations and guidelines at this time.
3. Dress should be appropriate for a church facility. Shirts are to be worn at all times (shirts with offensive themes i.e. alcohol advertisements, immorality, or derogatory statements are not allowed); shorts are allowed, but not short-shorts.
4. Profanity and/or coarse talk will not be allowed.
5. Alcohol, drugs, and weapons are not allowed on the church premises. The church facilities are smoke-free.
6. Animals are prohibited in the FLC. Exceptions will be programs and productions that receive special authorization and guide dogs.
7. The responsible party may revoke participation privileges for the following reasons; use of profane language, misconduct, defacing property or failure to comply with this policy. The responsible party is authorized by the church to revoke participation privileges and direct a person to leave. In that case, he or she must meet with the responsible party and a designated staff member before being able to return.
8. **Nothing may be attached to the painted or covered surfaces without approval or assistance of a church staff member.**
9. Linens, china, crystal, pots and pans, or furniture will not be borrowed from the FLC.
10. No fee will be charged for “church sponsored” events. (Examples: JOY Club, Circles, Sunday school classes, Choir, Youth, Boy Scouts, Girl Scouts, etc.)

RECREATIONAL

1. The responsible party will be able to use available recreational equipment, (basketballs, volleyballs, ping pong balls and paddles, etc.) An equipment inventory is kept in the church office. Equipment is to be used for its intended purposes. Individuals or groups will be responsible for replacement of damaged, lost or stolen equipment due to neglect or careless play. Recreational equipment is located in the FLC storage (room 143). Only the responsible party is allowed in the storage room, please ensure all equipment is returned to its proper location in the storage room.
2. Participants are not to hang from the basketball goals.
3. Food and drinks brought into the FLC by individuals during recreational play should remain in the small dining area and on the stage. They are prohibited on the gym floor. All food, drinks, and other trash is to be placed in the trash cans when the group is finished using the FLC.
4. The use of the FLC will be at the risk of the participants. Zion Baptist Church does not assume liability or responsibility for any injury to a user of the facility. Zion Baptist Church does not make any express or implied warranty of the premises, the equipment, machinery, fixtures, and furniture.
5. Any accident or injury shall be reported immediately to the church staff or church office. An accident form will need to be filled out within 24 hours with appropriate information of accident or injury. This form will be in the FLC Rules & Regulations book located with the secretary and in a notebook located in the kitchen.
6. **Tuesday nights have been reserved for adult recreational play, or as scheduled.**

MEMBERS - RESERVING THE FAMILY LIFE CENTER

1. Church members who wish to use the FLC must schedule the building by contacting the church secretary and filling out a brief form. Church program leaders can schedule standing times for use of the FLC by their group (for example, JOY Club at a regular time each month).
2. The church will collect all fees. **No reservation or confirmation will be made until the fees are received. All fees need to be paid directly to the church secretary to make sure proper credit has been given.**
3. Responsible party wanting to use building must reserve/schedule for themselves. No member can reserve building for a non-member. Responsible party must attend event.
4. Before scheduling is confirmed, the church office may need to check schedules with the Church Hostess and appropriate staff member if applicable.
5. If the kitchen is to be used, the responsible party should meet with the Church Hostess to make sure he or she understands the use of the kitchen.
6. The custodian is responsible for setting heating and air conditioning levels. He may also be available to unlock and lock the building. The custodian is responsible for overall clean-up, but church members shall leave the facility neat and clean. A clean-up checklist will be provided to inform members of their responsibilities. This must be completed and checked by the custodian/hostess. See fee schedule for additional information.
7. **If use of the sound or video systems are needed, church members should indicate this on the application form.*** This will be scheduled with a member of the Sound Committee. Only members of the Sound Committee or appropriate staff members are allowed to operate this equipment. A microphone may be provided without a Sound Committee member present.

*(Fee is required if a member of the Audio/Visual Committee actually must come to work the sound and/or video systems).
8. If using tablecloths, the responsible party must indicate this on the application from. **The tablecloth fee is \$10.00 each for round, \$15.00 each for banquet size, and \$.60 each for napkins.** There will be no charge for Zion Baptist Church organizations and functions. Individual members will be charged the appropriate fee. The money is placed in the Family Life Center account. Tablecloths will be deposited in a basket provided near the washer/dryer and will be picked up by the dry cleaners as soon as possible.
9. All paper products (cups, napkins, forks, etc.) and drinks will be provided by the participants scheduling the facility.

10. The fees and guidelines are subject to change by church action. The fee schedule is as follows:

| CHURCH SPONSORED & | | | |
|---|-----------------------|--------------------------|----------------------|
| | <u>MEMBERS</u> | <u>NON-MEMBER</u> | <u>PROFIT</u> |
| Gym and Small Dining Room (seats up to 304 people, 38 tables @ 8 seats) * | 0 | \$150.00 | \$300.00 |
| Kitchen | 0 | 75.00 | 150.00 |
| Small Dining Room * (seats up to 56 people) | 0 | 75.00 | 150.00 |
| Sound/Audio | 50.00 | 100.00 | 100.00 |
| Custodial Fee | 35.00 | | |

*Limited use of kitchen: microwave, coffee pot, sink, warmer, refrigerator

Clean-up Fee

\$35.00 Small Dining Room

\$35.00 Gym (for 0 – 50 people)

(for each additional 50 people over 50 a \$15.00 fee will be charged)

NON MEMBERS - RESERVING THE FAMILY LIFE CENTER

1. Request for use of the Family Life Center shall be turned in to the church office by filling out an application form.
2. The church will collect all fees. **No reservation or confirmation will be made until the fees are received.**

See the fee schedule for appropriate charges for rental and clean-up fees.

3. The church staff, Deacons, or the Family Life Center Committee will consider the request.
4. The church reserves the right to refuse use of the building to any outside group even if they meet the guidelines herein set forth.
5. In considering request, the church will distinguish between non-profit and for-profit groups, with fees being lower for non-profit groups.
6. If the request is granted, a responsible party from the church should be present at all times during the event. If for some reason the custodian or a church hostess cannot be present, another qualified person will be present.
7. If using tablecloths, the responsible party must indicate this on the application form. **The tablecloth fee is \$10.00 each for round, \$15.00 each for banquet size, and .60 each for napkins.** The church hostess will be responsible for getting the tablecloths cleaned. Tablecloths will be deposited in a basket provided near the washer/dryer.
8. The fees and guidelines are subject to change by church action. **All fees need to be paid in the church office to make sure proper credit has been given.**
9. If you need further assistance, or have any questions concerning the Family Life Center, please contact the church office at 704-487-8216. Office hours are Monday through Friday from 8:00 a.m. – 1:00 p.m.