

ALEXIS BAPTIST CHURCH, INC.
POLICY ON THE USE OF CHURCH FACILITIES
2019 REVISIONS

1. Alexis Baptist Church facilities are to be used according to Christian principles at all times. The community is welcome to use the Family Life Center or Hut under the following guidelines.
2. **CHURCH MEMBERS ONLY:** Upon making reservations, a security deposit of \$50 will be required of all users for events that are not church initiated or sponsored. The deposit will be waived for use by the Board of Elections. The deposit will be received in the church office when the key is distributed. **The key will not be issued without the security deposit. This fee will be charged for the use of any part of either facility by any individual or organization outside of direct church sponsorship.** Church sponsorship includes regular uses or one-time events organized by the Recreation Committee, Sunday School classes, WMU, the Alexis Pre-school, and other church organizations. The received fees will be recorded as reimbursements to Line 503 – Utilities as payment for electricity usage. When the \$50 security deposit is received, a \$25 utility fee will be considered to be included in the deposit. The security deposit minus the utility fee ($\$50 - \$25 = \$25$) will be refunded by mail or in person within three to five days once the facility is inspected by the church staff and found to be left clean and **the key has been returned. If the building is not left as it was found, the deposit will be kept by the church to pay for additional cleaning required or for the replacement of damaged items.**
3. **NON-CHURCH MEMBERS ONLY: Upon making reservations for the HUT,** a security deposit of \$50 will be required of all users. The deposit will be received in the church office when the key is distributed. **The key will not be issued without the security deposit. This fee will be charged for the use of the facility by any individual or organization outside of direct church sponsorship.** The received fees will be recorded as reimbursements to Line 503 – Utilities as payment for electricity usage. When the \$50 security deposit is received, a \$25 utility fee will be considered to be included in the deposit. The security deposit minus the utility fee ($\$50 - \$25 = \$25$) will be refunded by mail or in person within three to five days once the facility is inspected by the church staff and found to be left clean and **the key has been returned. If the building is not left as it was found, the deposit will be kept by the church to pay for additional cleaning required or for the replacement of damaged items.**
Upon making reservations for the FAMILY LIFE CENTER, a security deposit of \$100 will be required of all users. The deposit will be received in the church office when the key is distributed. **The key will not be issued without the security deposit. This fee will be charged for the use of the facility by any individual or organization outside of direct church sponsorship.** The received fees will be recorded as reimbursements to Line 503 – Utilities as payment for electricity usage. **When the \$100 security deposit is received, a \$75 utility fee will be considered to be included in the deposit. The security deposit minus the utility fee ($\$100 - \$75 = \$25$) will be refunded by mail or in person within three to five days once the facility is inspected by the church staff and found to be left clean and the key has been returned. If the building is not left as it was found, the deposit will be kept by the church to pay for additional cleaning required or for the replacement of damaged items.**
IF THIS IS AN OVERNIGHT EVENT, a security deposit of \$150 will be required of all users. The deposit will be received in the church office when the key is distributed. **The key will not be issued without the security deposit. This fee will be charged for the use of the facility by any individual or organization outside of direct church sponsorship.** The received fees will be recorded as reimbursements to Line 503 – Utilities as payment for electricity usage. **When the \$150 security deposit is received, a \$125 utility fee will be considered to be included in the deposit. The security deposit minus the utility fee ($\$150 - \$125 = \$25$) will be refunded by mail or in person within three to five days once the facility is inspected by the church staff and found to be left clean and the key has been returned. If the building is not left as it was found, the deposit will be kept by the church to pay for additional cleaning required or for the replacement of damaged items.**
4. The users will furnish their own paper products, tablecloths and other supplies. **However, there are a select number of fabric tablecloths for special occasions (i.e. 50th wedding anniversary, showers), available for \$2.00 per piece to cover cost of laundering.**

Reservations for the building will be handled as follows:

1. A reservation form must be obtained, completed and returned to the church office. It is recommended that this form be completed at least two weeks prior to the event in order that every effort can be made to accommodate each request.
2. Church office will review and approve or deny the request within 7 days.
3. If there is any question about the request or if there is a conflict in events or times requested, the office may elect to consult with the Pastoral Staff prior to making a decision about approval.
4. If the request is approved, the church office will inform the person making the request.
5. If the request is denied, the church office will inform the person of the decision and explain the reason for the denial.
6. If denied, the person making the request may appeal the decision to the deacons for review. The decision of the deacons will be final.

The following guidelines will be used to determine priority in approval of requests:

1. Congregational functions. (Staff or committee initiated)
2. Church supported functions. (Good Neighbors, etc.)
3. Functions sponsored by church members. (Reunions, birthday parties, etc.)
4. Community Activities. (Birthday Parties for non-members)
5. Any group using the building is responsible for cleaning and leaving the building as they find it. Copies of Rules for Usage will be posted in the kitchen and gym area. Each group will be responsible for loss or damage to property.
6. **Facilities will not be used for activities that result in profit for an individual.** This will be waived for church initiated or sponsored events.
7. Close adult (21 or over) supervision is required at all times. **In order to preserve our Christian witness at Alexis Baptist Church, all alcoholic beverages, smoking, and dancing are prohibited on church property.**
8. All recreational activities are to be suspended during worship services.
9. Except by prior approval by the church office, the building will be open no later than 10:30 PM.
10. Clothes and articles unclaimed after 30 days will be put into the church benevolence closet.
11. Due to insurance liability, any vendors, instructors and/or entertainment present at events other than church functions, must be self-insured.

ALEXIS BAPTIST CHURCH, INC.

Usage Agreement for Facilities of Alexis Baptist Church

The Facilities of Alexis Baptist Church are to be used according to Christian principles at all times. Close adult (21 years or older) supervision is required at all times. **In order to preserve our Christian witness at Alexis Baptist Church, all alcoholic beverages, smoking, and dancing are prohibited on church property.**

It is requested that the following be done after each use by all groups using the building.

A. Family Room, Kitchen and Hut

- ☐ Clean stoves, counter tops, sinks, dishes, and silverware; and put everything back in the proper place. Sweep and spot mop spills (mop provided in ice machine room).
- ☐ Put tables and chairs in the proper place and vacuum the carpet in Family room and hallway.
- ☐ Remove all garbage from kitchen and bathrooms to outside dumpster.
- ☐ Check bathrooms for cleanliness.
- ☐ Do not leave food in the refrigerator.
- ☐ If food is placed in freezer or refrigerator early to be used at a later date, please put a note on it stating who left it and when you plan to use it.
- ☐ See that all stoves, ovens, and lights are turned off. Adjust the heat and air conditioning as posted. Turn off the fans in the bathrooms. Make sure all doors are shut and outside doors are locked.

B. Gym

- ☐ Use only as many lights as needed. All lights must be turned off when leaving.
- ☐ Food and drink must be used under adult supervision, spills must be cleaned promptly.
- ☐ Clean tennis shoes are to be used on the playing surface when in use for recreation.
- ☐ Appropriate and modest attire is required at all times.
- ☐ The floor is to be swept after each use. (Broom is stored in storage area with chairs)
- ☐ Promptly spot mop any spills on the floor. (Mop is stored in storage area with chairs)
- ☐ No duct tape may be used on walls or floor.
- ☐ Park in the areas provided. Do not park on the ball field or in the driveways.
- ☐ Christian conduct is expected at all times. Unsportsmanlike behavior is not permitted and will not be tolerated.
- ☐ See that all doors leading from the gym are shut and outside doors are locked.
- ☐ NO SMOKING, use of TOBACCO, DRUGS, OR ALCOHOL is allowed in the facility.

C. Recreation Room

- ☐ This is a highly specialized and programmed area, therefore, it will be kept locked except during hours of operation set by the recreation committee.
- ☐ The recreation committee will set hours of operation in response to church interest.
- ☐ Individuals approved by the recreation committee will coordinate and help maintain safety during scheduled activities.
- ☐ For safety purposes, no one will be allowed to use weight equipment alone.
- ☐ Each person wishing to use the weight equipment will be required to attend an instructional session on the use of the equipment and rules for usage to become a certified user. Each user will use the equipment at his/her own risk.
- ☐ Persons under 18 years of age must have written parental permission. They may then use the equipment with the supervision of a recreation committee approved individual.
- ☐ Recreation room should be left in order.
- ☐ Specific rules for use of equipment will be posted in workout area and must be followed by all certified users.

NOTE: Each group is responsible for any loss or damage to the property. It is the responsibility of the person in charge to see that these rules are followed. Responsible Party must obtain a certificate of insurance from any vendors, instructors, and/or entertainment that are not part of a church function and attaching it to the "Usage Agreement for Facilities of Alexis Baptist Church" form.

Alexis Baptist Church, Inc.

Facilities Request Checklist

1. ☐ Get and fill out Facilities Reservation Request Form.
Provide as much detail as possible.
2. ☐ Turn form in to church office.
3. ☐ Receive Approval.
4. ☐ Make arrangements to pick up key before 11:00am on Friday and
Leave security deposit if not a church event.
5. ☐ Make arrangements for tables, chairs or other equipment.
6. ☐ Have event – ENJOY!
7. ☐ Clean up – check boxes as appropriate.

☐ Kitchen / FLC & Hut

☐ Stove
☐ Counter Top
☐ Sinks
☐ Dishes – Clean and put away
☐ Silverware – Clean and put away
☐ Sweep (broom in ice room)

☐ Mop Spills (mop in ice room)
☐ Take out trash (dumpster across field)
☐ Clean out refrigerator
☐ Turn off all equipment/lights

☐ Family Room / Hut

☐ Vacuum Family Room / Sweep Hut
(vacuum in table/chair room) / (broom in storage room)
☐ Return tables/chairs to where they were
☐ Vacuum hallway (vacuum in table/chair room)
☐ Turn off lights
☐ Reset Thermostat, if necessary

☐ Bathrooms / FLC & Hut

☐ Take out trash (dumpster across field)
☐ Check for cleanliness
☐ Turn off lights
- ☐ Gym

☐ Sweep (broom in storage room at back of gym)
☐ Mop Spills (mop in storage room at back of gym)
8. ☐ Sign this form.
9. ☐ Return this form and key to office.
10. ☐ Receive deposit back.

Signed: _____

ALEXIS BAPTIST CHURCH, INC.
FACILITIES RESERVATION REQUEST

This form is to be completed by anyone wishing to use Alexis Baptist Church facilities. **This request must be completed and returned to the church office at least two weeks prior to the requested date.** The request will be reviewed and you will be notified of the availability of the building at least one week prior to the event.

Date Requested: _____ Time Requested: _____

Facility: _____ Family Room _____ Gym _____ Full FLC Facility
 _____ Hut _____ Ball field _____ Kitchen
 _____ Playground Restrooms

Name of Requesting Party/Organization _____

Contact Person: _____

Contact Person phone number (____) _____

If event includes children, please list supervisors _____

Event Information:

Type and purpose of Activity: _____

Equipment needed (please list): _____

I, _____ being the responsible party of the following group, _____, agree to abide by the rules and regulations governing the usage of Alexis Baptist Church facilities. I understand that I am responsible for the actions of all members of the above group and for any damages that occur during this group's usage of the building. I also understand that after the group is finished using the building we will see that it is left clean and orderly in accordance with the above rules. Also, I hereby understand that ALEXIS BAPTIST CHURCH and the members thereof will not be held liable for any personal injuries or any property damage sustained while the aforementioned group is using these facilities.

Responsible Person _____

Responsible Person Phone _____

Key Picked Up _____

Key Returned _____ Deposit

Received _____ Deposit Returned _____

Note: This form is to be returned to the church office before the date of usage and arrangements need to be made to leave a security deposit, pick up and return keys within three to five days of facility use. If use in on the weekend, please make plans to pick up your key by **11am** on Friday.