



**Alice Bell Baptist Church**  
*"Affirming the Bible by Believing  
and Caring for others"*

# FACILITY SCHEDULING REQUEST

The intent of ABBC is that the church facilities be used as a tool to meet needs within the community. And, as those needs are being met, we seek to affirm the Bible, the Word of God, glorifying Him in the process. To this end, we are happy to consider your request for use of church facilities.

The Education Building provides the following accommodations:

- Fellowship Hall (banquet-type space) with seating for up to 120 persons
- Kitchen (Use of the kitchen requires coordination with the Kitchen Committee.)
- Conference Room
- Parlor
- Several Classrooms

The Ministry Center provides the following accommodations:

- A full size basketball court—volleyball will be available soon
- 6 Meeting Rooms (approximately 320 square feet each)
- Nursery/Preschool Suite (2 rooms)

Requests may be made for the use of any or all rooms. (The nursery may only be reserved in conjunction with the reservation of other rooms. When appropriate and feasible, use may be granted to multiple groups. For instance, multiple groups could each use a meeting room at the same time.

Process for scheduling the Alice Bell Ministry Center:

1. Secure a scheduling request form from the ABBC office.
2. Complete the form and return to the church office. (We request that the request form be submitted at least 30 days prior to the requested use.) The use of facilities will not be considered without a completed form being submitted to the church.
3. Assuming no scheduling conflicts, the request will be forwarded to the Trustees for review. The Trustees will determine whether the request is compatible with church and Ministry Center purpose and goals. If deemed necessary, the Trustees will contact the applicant for clarification or to schedule an interview.

- a. Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and by-laws.
- b. This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a grave violation of the church's faith and religious practice. Second, it is very important to the church that it presents a consistent message to the community, which the church staff and members conscientiously maintain as a part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe negative impact on the message that the church strives to promote. It could also be a source of confusion to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church is in agreement with the beliefs or practices of the persons or groups using church facilities.

The trustees, or their official designee, will make the final decision regarding use of facilities.

4. The Trustees will notify the church office regarding approval/disapproval for calendaring and for notification of the applicant.
5. If a key is necessary for use of the building, it is the responsibility of the user to secure a key from the office. All keys must be returned to the church office during the first business day following each use.

**NOTE:** Regularly scheduled meetings and worship services will have prior claim to space, facilities, and equipment ordinarily used by them.

**Guidelines for use of ABBC facilities:**

- ABBC property is to be used to the glory and honor of our LORD Jesus Christ. It should always be remembered that these buildings and grounds have been dedicated to Him. ABBC facilities are not to be used in any manner that is inconsistent with the church's faith. By signing this document, the person/group requesting use of the facilities affirms that the use of facilities will be in harmony with ABBC's faith and practice.
- Alcoholic beverages are not to be brought onto the premises of ABBC.
- ABBC buildings are smoke/tobacco free.
- Inappropriate language must not be used. This includes foul language or

abusive language.

- Groups are restricted to only those areas of the facility that the group has reserved.
- Proper attire is required. This includes the use of shirts and shorts/pants at all times.
- Adequate adult supervision must be provided for activities involving children/youth. No less than two adults must be present for organized events.
- Basketball/Volleyball court must be dust mopped following each use. Users must then shake out the dust mops in a grassy area several feet from the building.
- Skates/skateboards may not be used within the buildings.
- Trash must be placed in trash containers. Trash containers containing food products or other items that might cause an odor must be emptied into the dumpster, located behind the Youth Building.
- Breakage/damage must be paid for by the group using the facilities.
- All furnishings and equipment must be returned to its original position if moved.
- Lights must be turned off upon exit. Meeting room and restroom lights in the Ministry Center will turn off automatically within a few minutes.
- All doors must be securely locked upon exit.

In case of emergency, the following persons can be contacted:

Steve Makres (865) 679-3126

Lee Wolfenbarger (865) 776-5516

The following Education Building facilities are requested to be reserved (check all that apply):

\_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Conference Room  
\_\_\_\_\_ Kitchen \_\_\_\_\_ Parlor  
\_\_\_\_\_ Meeting Room(s) Number of Meeting Rooms \_\_\_\_\_

The following Ministry Center facilities are requested to be reserved (check all that apply):

\_\_\_\_\_ Basketball/Volleyball Court \_\_\_\_\_ Nursery  
\_\_\_\_\_ Meeting Room(s) Number of Meeting Rooms \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time: Beginning \_\_\_\_\_ AM PM Ending \_\_\_\_\_ AM PM

Name of person making request: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name of Group (If Applicable): \_\_\_\_\_

If someone other than the person named above is responsible for the group:

Name of person responsible: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_ I understand and agree to all guidelines contained in this document.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Briefly describe the activities for which you wish to use ABBC facilities:

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For ABBC Trustee Use:

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No

Date: \_\_\_\_\_

Trustee Representative: \_\_\_\_\_