

ALICE BELL BAPTIST CHURCH
CAMPUS FACILITIES SCHEDULING REQUEST FORM

The following information is required from **ALL** who wish to reserve and/or use FACILITIES at Alice Bell Baptist Church. All information must be filled in.

DATE(S) REQUESTED: _____

TIME: BEGINNING: _____ AM PM ENDING: _____ AM PM

INDICATE WHICH OF THE FOLLOWING SPACE/FACILITIES YOU WISH TO USE:

SANCTUARY (including choir room *)	_____	KITCHENETTE	_____
BAPTISTRY (including sanctuary *)	_____	PARLOR (*)	_____
FELLOWSHIP HALL (including kitchen *)	_____	MINISTRY CENTER (*)	_____
CONFERENCE ROOM (*)	_____	OUTSIDE GROUNDS (+)	_____
(*designates restrooms)		(+no interior use outside only)	

DESCRIBE THE ACTIVITIES FOR WHICH YOU WISH TO USE THE SPACE/FACILITIES: (i.e. sport activity, birthday, wedding, reception, spiritual gathering, etc.)

EACH FACILITY (Ministry Center/Sanctuary/Fellowship Hall), WILL BE CHARGED A \$25 PER HOUR FEE (SEE ATTACHED GUIDELINES)

NAME OF PERSON MAKING REQUEST: _____

ADDRESS OF PERSON MAKING REQUEST: _____

PHONE WHERE PERSON MAKING REQUEST CAN BE REACHED: _____

EMAIL WHERE PERSON MAKING REQUEST CAN BE REACHED: _____

NAME OF GROUP OR PERSON TO BE USING FACILITY(IES): _____

IF OTHER THAN THE PERSON MAKING THE REQUEST ABOVE, THE NAME OF PERSON RESPONSIBLE FOR GROUP: _____

ADDRESS OF RESPONSIBLE PERSON FOR GROUP: _____

PHONE WHERE RESPONSIBLE PERSON CAN BE REACHED: _____

EMAIL WHERE RESPONSIBLE PERSON CAN BE REACHED: _____

ABBC MEMBER? YES ___ NO ___ Does your Group have insurance? YES ___ NO ___

I UNDERSTAND AND AGREE TO ALL GUIDELINES CONTAINED IN THE ABBC FACILITY(IES) USAGE DOCUMENT ATTACHED.

SIGNED: _____ DATE: _____

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FOR ABBC TRUSTEE USE: (Dan Tiller, Brian Wright, Teresa Finchum)

APPROVED: YES _____ NO _____

DATE: _____ TRUSTEE REPRESENTATIVE: _____

NOTES:

ALICE BELL BAPTIST CHURCH CAMPUS FACILITIES USE GUIDELINES

The intent of ABBC is that its facilities be used as a tool to meet needs within the community; primarily worship, fellowship, gather and play, but more importantly, an outreach to those who may not know Christ and to make them aware of His glory and salvation. To this end, we are happy to consider your request for use of our campus facilities.

Alice Bell Baptist Church provides the following accommodations:

- A Missions Center with:
 - A regulation size basketball court
 - A regulation size basketball court
 - A regulation volley ball system, including net and facilities for the uprights.
 - A gymnasium where a multitude of different events may be set up.
(Primarily, basketball and/or gym activities are the major use)
 - Six (6) meeting rooms (approximately 320 square feet each)
 - Nursery/Preschool Suite (2 rooms)
- Our sanctuary seating a maximum of 450 people
- The baptistry
- A fellowship hall (2nd floor of building)
- A kitchenette (1st floor of building)
- A parlor (1st floor of building)
- A conference room (1st floor of building)
- And the outside grounds
(the restrooms are ONLY available for interior activities)

A special request may be made for adjoining 'class' rooms and/or for the nursery. If used, special approval and guidelines will be necessary for these areas.

Process for scheduling facilities as mentioned above:

1. Call or visit the ABBC office.
2. Secure a Campus Facilities Scheduling Request Form at the ABBC office.
3. Complete the Form and return to the office (We expect the Form to be submitted at least 30 days prior to the intended use.) No consideration will be made if Form not submitted to Church office.
4. Assuming no scheduling conflicts, the Request Form will be forwarded to the Church Trustees for review. The Trustees will determine whether the request is compatible with church and Facility(ies) 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 Constitution and by-laws.
 - b. This restricted facility use policy is necessary for two important reasons. First, the Church may not in good conscience, cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict its beliefs would be a grave violation of its faith and religious practice. Second, it is important to the Church that it presents a consistent message of our staff and member's witness to the Gospel of Jesus Christ. Anything less than that to the community, would have a severe negative impact on the message that we try to promote.

ALICE BELL BAPTIST CHURCH CAMPUS FACILITIES USE GUIDELINES

The Trustees, or their official designee, will make the final decision regarding use of the requested facility(ies).

5. The Trustees will notify the Church office regarding approval/disapproval for calendaring and for notification of the applicant.
6. 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 ABBC meetings, worship services, or any previously scheduled use will have **priority** or **claim** to any and all use of space, equipment, or use of the Church Facility(ies).
- Our Church facilities are used quite often by our own Church activities, our own members, and by several community groups. To prevent overlapping of events and provide appropriate scheduling records and control, the form **must be filled out** by everyone (Members and non-members) requesting use of facilities.

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ALICE BELL BAPTIST CHURCH CAMPUS FACILITIES USE GUIDELINES

GUIDELINES FOR USE OF THE ABBC MISSIONS CENTER

- The coach, representative, or person responsible must be present at the 'start' time of reservation; and must enter the facility first (before the group)
- The hall door from gym floor must be locked
- There will be no food in the Center unless an approved eating event (i.e. wedding reception, birthday party, etc)
- No reservations will be made after 9:00PM
- All events or practices must end on time
- There will be NO profanity or inappropriate attire
- The gym, foyer, bathrooms, and rooms, if used must be cleaned after use
- The parking lot must be clean after use
- The reserving person must be an adult. Age will be considered for approval.
- Proof of insurance must be shown
- The Request Form must be filled out in full. Also will be considered for approval.
- Reserver is responsible for any damage
- Class rooms will be locked during use unless special approval has been to use them
- If used, rooms will be clean and put back the way found
- Kitchen will be locked
- No security will be provided. If such is needed, reserver must attend the need
- Center must be locked when event is over. This is a critical rule and reserver is responsible. Make plans ahead of time to obtain a key if necessary. Get it back next working day during working hours. If found unlocked, any further use will be restricted.
- Groups are only to use those areas reserved
- 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
- If trash is present, it is to be put in trash containers. Dumpster is located behind the youth building. Please dispense trash in it.
- No skates or skateboards are permitted on the gym floor.
- Lights must be turned off upon leaving the Center
- If ABBC chairs and/or tables are used, they must be stacked appropriately on trucks and stored back in room in which they came. Key to storage room will be provided or door to storage room will be unlocked.
- If user supplies their own chairs, the chairs must have feet that are not a detriment to condition of gym floor. This should be known at request time so ABBC staff or trustee can determine if chairs are appropriate.

Usage of the Missions Center has a charge of \$25 dollars an hour. This fee will be paid when reservation is approved. This fee is toward the maintenance of the gym floor and equipment, the cleaning supplies, janitorial service, and the facility upkeep.

ALICE BELL BAPTIST CHURCH CAMPUS FACILITIES USE GUIDELINES

GUIDELINES FOR USE OF THE SANCTUARY (and or BAPTISTRY)

- All furniture (including choir chairs, podium, cadenza, etc) moved **must be replaced** to their original positions. This includes flowers, books, or any material used in the sanctuary.
- Condition found in sanctuary, must be left in sanctuary.
- Condition found in baptistry, must be left in baptistry.
- Clothing for individual(s) being baptized must be supplied by group using facility.
- ABBC will be responsible (ahead of time), based on the scheduled time on request form, prepare the baptistry with water and heat it for usage.
- ABBC will be responsible for draining and necessary maintenance to the baptistry afterwards.

Usage of the Sanctuary has a charge of \$25 dollars an hour. This fee will be paid when reservation is approved. Understand, this fee is toward the maintenance of the sanctuary, the cleaning supplies, janitorial service, and any facility attention.

Usage of the baptistry has a charge of \$25 dollars. This fee will be paid when reservation is approved. This fee is toward the maintenance of the baptistry, the water, heating, draining, and any facility attention needed.

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GUIDELINES FOR USE OF THE FELLOWSHIP HALL

- After use tables and chairs must be replaced to their original positions.
- All trash must be put in trash bags (provided in trash cans), and after event, taken to dumpster outside behind the Youth Building.
- Tables should be free of food or trash and wiped off.
- Sweeping or mopping are not necessary, but spilled drinks or food should be cleaned up as much as possible.
- If extra chairs are used (from rack in back), they should be replaced
- The refrigerator in fellowship hall and freezer in kitchen may be used. At end of event, food brought must be removed.
- Kitchen: The kitchen is not a part of available facility use. This is to say the oven, kitchen utensils, pots, pans, cleaners, appliances, existing condiments, food, sinks, ice machine and such are not to be used. Most of the time the kitchen doors are locked. However, the counter top behind the bamboo cover can be used to prepare food or serve.
- Expectation is as other facilities, leaving fellowship hall as it was found is requested.

Usage of the Fellowship Hall has a charge of \$25 dollars an hour. This fee will be paid when reservation is approved. Understand, this fee is toward the maintenance of the room, the cleaning supplies, janitorial service, and any hall attention needed.