



## Family Life Center Facility Usage Policies

1. All Family Life Center (Both church and nonchurch) events must be scheduled through our Family Life Center Coordinator, Matt McNeill. To schedule an event, fill out a request form and you will be informed if the event is approved or denied within 24 hours. All requests must be submitted at least 24 hours before your event.
2. If approved, our Family Life Center Coordinator will be contacting you with further details.
3. For outside organizations, there is a \$30 use fee for the banquet hall(s). There is a \$30 an hour fee for the gym usage. Other fees include the following areas: \$50 for the kitchen/Concession stand use (This depends on the nature of the use. For specifics on the use of the kitchen, please consult our coordinator), and \$50 for A/V equipment use. Once you decide on what you would like to utilize, the fee(s) will be sent to you via a square invoice once the event is scheduled. The Gym usage fee will be assessed in further detail if the user decides to go this route.
4. Church events/functions do not require a fee; however, there is a cleaning fee that will be assessed to both church and nonchurch events if the below cleaning policies are not followed.
5. For those who are outside organizations/individuals, you will receive an invoice to pay for your rental times/fees (This will depend on what area of the facility you use as well as the timeframe of your event). If it is an ongoing basis, you will receive square invoices on a bi-weekly basis.
6. The Family Life Center Coordinator will also be giving you a code to access the gym as well as show you how to enter and exit the building properly.
7. To open the FLC, your building code must be entered, you may then unlock the doors with an Allen wrench, located in the top of the middle door. Your building code is unique and will only work for the day of the event that you have scheduled.
8. No adhesives, tape, pins, nails, tacks, etc. may be used to secure decorations, banners, flyers, etc. to the walls or windows. Blue painters' tape and suction cups are permitted. Portable easels are the best way to display posters and such.
9. Due to the FLC being multifunctional, the foyer of the building cannot be decorated prior to the day of the event. All entries must remain accessible for other activities.
10. There will be no alcoholic beverages allowed on the church property.
11. There will be no smoking allowed inside of church facilities or just outside of entrance/exit doors.
12. Children must be supervised by parents or caregivers at ALL times and must stay in the allotted meeting area.
13. Cancellations due to weather will follow Guilford County Schools; however, if the renting party decides to use the facilities, Lebanon will do its best to provide a safe and secure location to continue on with regularly scheduled events.
14. Please request in advance to use any of the church's electronic devices.
15. In the event of an issue concerning the facility or issues at your event, please contact Matt McNeill at 919.344.3445 or by email at familylifecenter08@gmail.com.

### Mandatory Cleaning Policy

1. The facility must be **swept, and spills must be mopped**. Brooms and mops are available in the back of the kitchen.
2. Trash must be taken to the dumpster and trash bags must be replaced in the trash cans. The trash bags are located in the back of the kitchen.

3. Tables and chairs must be returned to the places that they were found.
4. Any broken or damaged property must be reported to the Family Life Center Coordinator ASAP. There may be fee penalty assessed depending on the nature of the damaged material/property.
5. If the kitchen is used, all materials used must be cleaned and returned to their proper place. Paper plates, napkins, plastic utensils, table cloths, etc. will not be supplied by the church for personal/organizational events.
6. All items put into the refrigerator or freezer must be removed at the end of the event. If this is not done, Lebanon Baptist Church reserves the right to throw away any items left in the fridge following the scheduled event.
7. There is a \$50 Cleaning penalty fee if these guidelines are not followed. This will be issued to you if the Family Life Center Coordinator deems your rental space dirty following your event. This fee is only for those of outside organizations or personal reservations outside of the membership of Lebanon Baptist Church.

By signing, I understand that I am responsible for the facilities during the event and agree to abide by the policies set forth on this form.

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