

Sturgis First Baptist Church

Family Life Center Policy

The Family Life Center is open to all members of the church and the community upon approval through the church staff. Everyone is urged to make good use of the building for God's purposes and with good stewardship. First Baptist Church FLC is made available without any charges or fees. The following policy has been developed to protect and care for the facility.

- At all times, all those participating in activities should conduct themselves in ways that bring honor to Christ.
- All activities on church premises must have proper supervision. A responsible adult church member must be present to supervise anyone using the building at all times.
- In accordance with our church constitution and bylaws and church covenant, there is to be no smoking/tobacco, alcoholic beverages, drugs, dancing, or profane language allowed in church building at any time.
- A calendar of events and requests for use will be kept in church office. The order of scheduling priority is on a first come basis. For formal and semi-formal activities we ask that you make reservations 15-30 days advance with the church office (270-333-2691). In the event of cancellation of an activity, please notify the church office as soon as possible.
- The church office will maintain a list of persons with keys. No copies of keys will be made. A key may be signed out or borrowed from the church staff.
- All events that are not considered church activities (i.e. birthday parties, receptions, etc.) need to provide their own paper products and supplies for the event.
- Each group using the building must clean the area as soon as they are finished with their activity. The building needs to be left in the same condition and/or arrangement as it was found. Trash must be taken out, floors swept, tables and chairs wiped down and returned to their original positions. This includes cleaning of the bathrooms. Everyone has the opportunity of doing the custodial work themselves or paying an honorarium.
- Children/Youth should remain out of the kitchen and storage room unless they have an adult's permission. The kitchen, upstairs classroom, and or storage room will remain locked unless other arrangements are made ahead of time.
- The storage room is to be used for tables, chairs, maintenance items only. No tables or chairs are to be taken out of the building.
- The basketball goal height is to be changed by an adult church member familiar with the process. No swinging or hanging on the rims. No throwing balls against the metal on the walls or at the lighting. Proper basketball shoes must be worn when playing ball. No hard soles or dress type

shoes should be worn while playing, as this may cause injury or damage to the floor. Please respect and take care of the church property.

- At any events in which the building is used, the person in charge of the event shall be responsible for the doors, checking the bathrooms, turning off the lights, appropriately setting the HVAC systems in the gym (if original settings are changed).
- The following are not permitted in the building: bicycles, skates, skateboards, scooters or any type of recreational equipment that is designed for outdoor use. Inflatables are allowed in the building, but a tarp or proper floor covering must be secured/implemented prior to the setting up of the inflatables.
- When decorating the Family Life Center, please follow these simple directions:
 - Please make arrangements through the church office in regards to scheduling times for decorating.
 - Please do not block exits or doorways and keep cords and boxes out of walkways.
 - Please do not use nails, staples, tape or any other means that may leave a residue or permanent mark on the walls or floor. We suggest using Loctite Fun-Tak mounting tabs or sticky tack.
 - All candles must be sleeved dripless.
 - Decorations and equipment need to be taken out at the close of the event, unless other arrangements are made with the church office.
 - Real flower petals, bubbles, sprinkles, or glitter are allowed outside the building, but are not permitted inside the building.
 - All special equipment and/or unique decorations must be approved the church office.
- Catering instructions:
 - Please bring your own catering equipment, supplies, and utensils.
 - Never broil in the ovens with the door closed.
 - If you use anything in the kitchen drawers please put it back.
 - If you use dish towels or cloths please wash and return.
 - If you spill in the refrigerators, please clean it up.
 - If you splatter on the walls, please clean it up.
 - Please do not leave food particles in the sink.
 - All caterers should leave the kitchen in order.

I have read and reviewed and agree to the above policy.

Signature: _____ ***Date:*** _____

Policy Revision Date: October 2015

Church Approval Date: October 2015