

FACILITIES PURPOSE

We the members of Bethlehem Baptist Church have dedicated our facilities to the glory of God. Therefore, all activities in our Christian Activities Center, Sanctuary Building, and Fellowship Center must be conducted in a manner that would honor and glorify Him.

Our buildings may be used by all church members and organizations of Bethlehem Baptist Church and by our community friends and organizations with approval and payment of fees and deposits.

Christian Activities Center



Guidelines/Rules

- The recreation facility will be closed for non-church functions during regularly scheduled church-wide meetings and worship services.
- Guidelines for decorating the facility:
 - Nothing may be attached to or hung from the walls, ceilings, sprinklers, or doors.
 - Over-the-door wreath hangers, tables, pedestals, easels, arbors, and other floor stands may be used for decorating or displaying pictures, posters, and signs.
- No pets except service animals will be allowed in the facility.
- Profanity, alcoholic beverages, or illegal drugs will not be tolerated. This includes the use of drugs or alcohol by any persons before coming to the building and/or in the parking lots.

- The entire campus is tobacco free. Smoking is not allowed anywhere in the buildings, parking lots, or on the ball field.
- Only indoor sports should be played in the gymnasium (i.e. basketball, volleyball, ping pong).
- Indoor Team Jesus T-ball will be allowed for 4-6year olds in case of rain.
- Dancing allowed at Christian wedding receptions with DJ and music pre-approved by Music Staff.
- Any breakage or other damage should be reported by immediately calling the church office at 704-739-7487, and Travis Weldon, maintenance supervisor, at 704-739-6653.
- No activity will be allowed on the stage area except in church programs or with prior approval of the Facilities Management Team.
- Classrooms are for Bible study, conferences, and meetings only.
- Proper attire is required when using the building. Shoes are required, preferably gym shoes. **NO** cleats.
- Thermostats are automatically controlled. If there is a malfunction, please call Travis Weldon, maintenance supervisor, at 704-739-6653 or 704-214-4830.

Kitchen Use

- If the kitchen is to be used, someone in the group must be approved to use it, or must get an approved person to assist.
- The kitchen must be reserved, and will be locked when not in use.
- The stove and dishwasher are only available with approved/trained person to operate them. (Training and approval are available upon request.)
- All equipment and supplies must be cleaned and returned to their proper places.
- **NO** pots pans, equipment, dishes, tables, chairs, etc. may be taken from the facility.
- Do not leave food in the refrigerator. Leftovers will be discarded.

Cleaning

THE FACILITY SHOULD BE AS CLEAN WHEN YOU LEAVE AS WHEN YOU ARRIVED.

- All furniture, equipment, etc., should be in its proper place when you leave.
- Clean stainless steel appliances and metal surfaces with metal cleaning spray. Do not use soap and water. It stains the appliance.
- Trash, including from the bathrooms, must be carried off for non-church functions.

Reservations and Fees

- Call the church office to make a reservation.
- A non-member may reserve the facility at no cost when the event is for a church member, such as a celebration of an anniversary, birthday, etc.
- The person reserving the facility is totally responsible for seeing that the facility is properly cleaned and in order.
- There is an \$800 fee to rent the CAC, plus a \$200 refundable deposit.
- The deposit will be refunded upon satisfactory inspection by the Maintenance Supervisor.

Sanctuary Building



- Call the church office to make a reservation for using the Sanctuary Building.
- A qualified Bethlehem sound person must be used.
- All furniture, equipment, etc. should be in its proper place when you leave.
- There is a \$400 fee to rent the Sanctuary Building.

Fellowship Center



- The Fellowship Center is available for use by any organization of the church and any church member and community friends.
- Please provide your own paper products (plates, forks, knives, napkins, etc.). You may use our rolled paper table coverings for rectangular tables. These are stored in the closet between the restrooms.
- Unless otherwise instructed, please leave all tables up. Never allow anyone, including children, to stand on the tables or chairs.
- If you use any of our equipment (flatware, griddles, serving pieces, etc.), please wash them and return them to their storage areas.
- Before leaving the building, please sweep, and completely clean any spills. The brooms and garbage bags are stored in the closet between the restrooms.
- Tie all garbage bags, including those from the bathrooms, and take them to the Cleveland County Garbage Collection Site on Margrace Road.
- Make sure all faucets are OFF and the commodes are not running.
- Double check to be sure the stove and oven are turned OFF..

Reservations and Fees

- Contact the church office to make a reservation. There is a \$100 fee for use of the building, payable in advance, plus a \$200 deposit, refundable upon satisfactory inspection by the Maintenance Supervisor.

RESERVATION INFORMATION

Name _____

Street/ PO Box _____

City _____ State ____ Zip _____

Phone _____ Email _____

Event: __ Reunion __ B-day __ Wedding __ Other

Date: _____

Building(s): __ CAC __ Sanctuary __ Fellowship Center.

Fees Paid: __ \$200 (Deposit) __ \$800 (CAC)
 __ \$400 (Sanctuary) __ \$100 (Fellowship Ctr.)

CHECKLIST

- Put up all tables and chairs
- Check floors for spills or trash
- Turn off stoves and ovens
- Take all food and leftovers
- Check bathrooms
- Turn off lights
- Carry off trash (if non-church function)
- Lock all doors
- Sign Checklist below
- Put checklist & key in Office Dropbox

Contact Person _____ / /
 Signature Date

Maintenance Supervisor _____ / /
 Signature Date

BETHLEHEM

BAPTIST

CHURCH



Facility Guidelines

for

Community Friends