

First Baptist Church of

Mount Olive

Investing in growth.

## **FAMILY LIFE CENTER, FIRESIDE ROOM, & KITCHEN Reservation Policies, Procedures, and Regulations**

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Please note the following:

1. To reserve the Family Life Center, you must submit a Family Life Center Building Use Application (page 2). Your application must be approved by the Minister of Recreation.
2. You submit the appropriate **rental fee/deposit** with your application (page 4).
3. Your event is not officially reserved or added to the calendar until the Minister of Recreation contacts you.
4. As a member of First Baptist Church of Mount Olive, you are personally and financially responsible for any damage cause to the Family Life Center or to equipment owned by First Baptist Church of Mount Olive.
5. As the individual requesting the reservation, you must be present for the duration of the scheduled event.
6. A non-member may **not** reserve the Family Life Center unless given special approval from the Minister of Recreation.

Minister of Recreation  
Joseph Givens  
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205-631-4401

Church Secretary  
Stephanie Taylor  
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Church Secretary  
Robin Templeton  
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205-631-4401

FIRST BAPTIST CHURCH  
FAMILY LIFE CENTER BUILDING USE APPLICATION

Thank you for your interest in using the First Baptist Church Family Life Center! Please complete this application in its entirety to help us properly evaluate your request. You are also responsible for viewing, understanding and agreeing to the document labeled ***Family Life Center Policies and Procedures***, attached hereto.

Upon Completion of the application and tendering of the appropriate fees, we will tentatively reserve the Family Life Center for your event. Your event will not be permanently reserved until it is reviewed and approved by the Minister of Recreation. You will be contacted once your event becomes permanently reserved. You can also call the church office to check the status of your request.

Name of responsible party: \_\_\_\_\_ FBCMO member: \_\_\_\_\_

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

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

*Your reservation will only be reserved for the times requested.  
If you need additional set up time, be sure to include it here.*

Facilities requested: \_\_\_\_\_Gym

\_\_\_\_\_Kitchen

\_\_\_\_\_ Fireside

How many people do you expect to attend your event? \_\_\_\_\_

Do you require use of the stage? \_\_\_\_\_

Do you need use of the church Gym equipment?  
*Basketball goals, basketballs, volleyball equipment etc?* \_\_\_\_\_

If you are reserving the kitchen, do you require use of **major kitchen appliances** (stove, fryer, warmers, dish washer, oven, etc)? \_\_\_\_\_

Do you need use of tables or chairs? \_\_\_\_\_

I acknowledge that I have read and understand the Family Life Center Policies and Procedures. I agree to abide by all regulations, terms, and conditions contained therein. I affirm that all the information contained in this application is accurate and is a complete representation of my use of the Family Life Center. **I agree to be personally and financially responsible for any damage caused to the Family Life Center and to equipment owned by First Baptist Church of Mount Olive.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FIRST BAPTIST CHURCH  
FAMILY LIFE CENTER  
POLICIES AND PROCEDURES**

**GENERAL INFORMATION**

Address: 3200 Mount Olive Road  
Mount Olive, AL 35117  
Phone: (205)-631-4401  
Website: fbcmo.org

The purpose of the Family Life Center is to expand and fulfill the ministry of First Baptist Church of Mount Olive through a comprehensive recreational program and other use of the facility. We seek to enhance the lives of church families by providing space and activities to grow physically, congregationally and spiritually through activity, fellowship, and ministry. The Family Life Center is also to be used as an outreach tool for Mount Olive and the surrounding areas.

Use of the building is ultimately governed by the members of First Baptist Church of Mount Olive. The Minister of Recreation is tasked with the responsibility of developing policies and procedures for use of the building and has the authority to enforce those regulations as developed. All use of the Family Life Center must be approved in advance by the Minister of Recreation.

**RENTAL PROCEDURE**

Any individual or group interested in using the Family Life Center shall complete a building use application and submit the required fees. The application is available in the church office from the church secretary and can be picked up during regular business hours weekly.

After application is submitted, the Minister of Recreation will review it and check to see that the requested time slot is available. This will typically be done on Tuesdays during staff meeting. The Minister of Recreation will contact you following that meeting to inform you if your request has been granted.

A non-member of First Baptist Church of Mount Olive applying for use of the family life center will require permission from the Minister of Recreation. Any organizations such as schools, other churches, or athletic organizations must provide proof of insurance, specifically a **Certificate of Liability Insurance**. It must include the name of the church, school, or organization named as additional insured on the certificate.

## PRIORITY OF USE

All activities of First Baptist Church of Mount Olive shall have priority for the use of the Family Life Center. Organizers of church activities should take care to notify the Minister of Recreation of their intended use of the facility to guarantee priority on the calendar.

All other applications for use shall be determined on a “first come, first serve” basis, subject to the approval process.

No activities will be approved more than **3 months** in advance outside of use from First Baptist Church of Mount Olive and its ministries.

## FEES FOR USE

The following fees shall apply for use of the Family Life Center:

**Key Deposit:** \$20

*You must submit a \$20 deposit at the time you pick up your key from the office and you will get it back when the key and completed check-out form are turned back in.*

<b>Daily Rates:</b>	Kitchen	\$25
	Gym	\$50
	Fireside	\$25

## AUDIO AND VIDEO EQUIPMENT

Audio and video equipment is not available for use or rental unless given permission from the Minister of Recreation. It is the duty of the applicant to get with the Minister of Recreation before the event to be educated on how to use the equipment.

## KITCHEN

Use of major kitchen appliances (stoves, fryer, warmers, dishwashers, ovens, etc.) will be limited to trained individuals. Any individual wishing to use major kitchen appliances must indicate as such on the building use application and coordinate training with authorized individuals.

Groups and individuals using the kitchen are responsible for cleaning all utensils and cookware used and must return them to their proper place of storage. All countertops and other surfaces used must be cleaned after use and returned to their original condition. A **checklist** is included (page 8) in this packet. That checklist must be filled out completely and left on the counter in the kitchen.

Trash should be bagged and taken to the trash room in the FLC

## TABLES, CHAIRS, AND STAGE

The Family Life Center has round tables and metal chairs available for use. Both the tables and the chairs are brown in color. The round tables seat about 6-8 individuals comfortably at each table. We have approximately 20-22 round tables, which seats roughly 160-175 individuals.

Use and set up of tables and chairs is solely the responsibility of the applicant. First Baptist Church of Mount Olive is pleased to provide the equipment for your use, but cannot guarantee the exact number of tables and chairs.

The tables and chairs cannot be loaned or rented for use outside the Family Life Center without permission from the Minister of Recreation.

## KEYS AND BUILDING ACCESS

Keys to the facility will be issued to responsible individuals reserving the Family Life Center. Keys will be distributed and signed for at the church office and must be returned immediately following the event. Portions of the facility not requested and reserved will remain locked. The individual receiving a key to the building is responsible for locking all doors and leaving the facility in a secure state.

Individuals receiving keys are only authorized to access the facility at the times reserved. Unauthorized access to the facility will result in a cancellation of your reservation and a suspension of use privileges.

## GENERAL REGULATIONS

- All individuals under the age of 18 must be accompanied by a responsible adult
- Appropriate attire should be worn at all times
- Appropriate God honoring speech and behavior should be used at all times
- Equipment and materials must be used for their specific purpose
- NO hanging on basketball rims or nets
- The use of tobacco, alcohol, controlled substances shall be expressly prohibited
- Following use, all lights must be turned off and all doors locked
- And videos, movies, and or music should be appropriate for use in the church and shall not contain vulgar or explicit lyrics or images

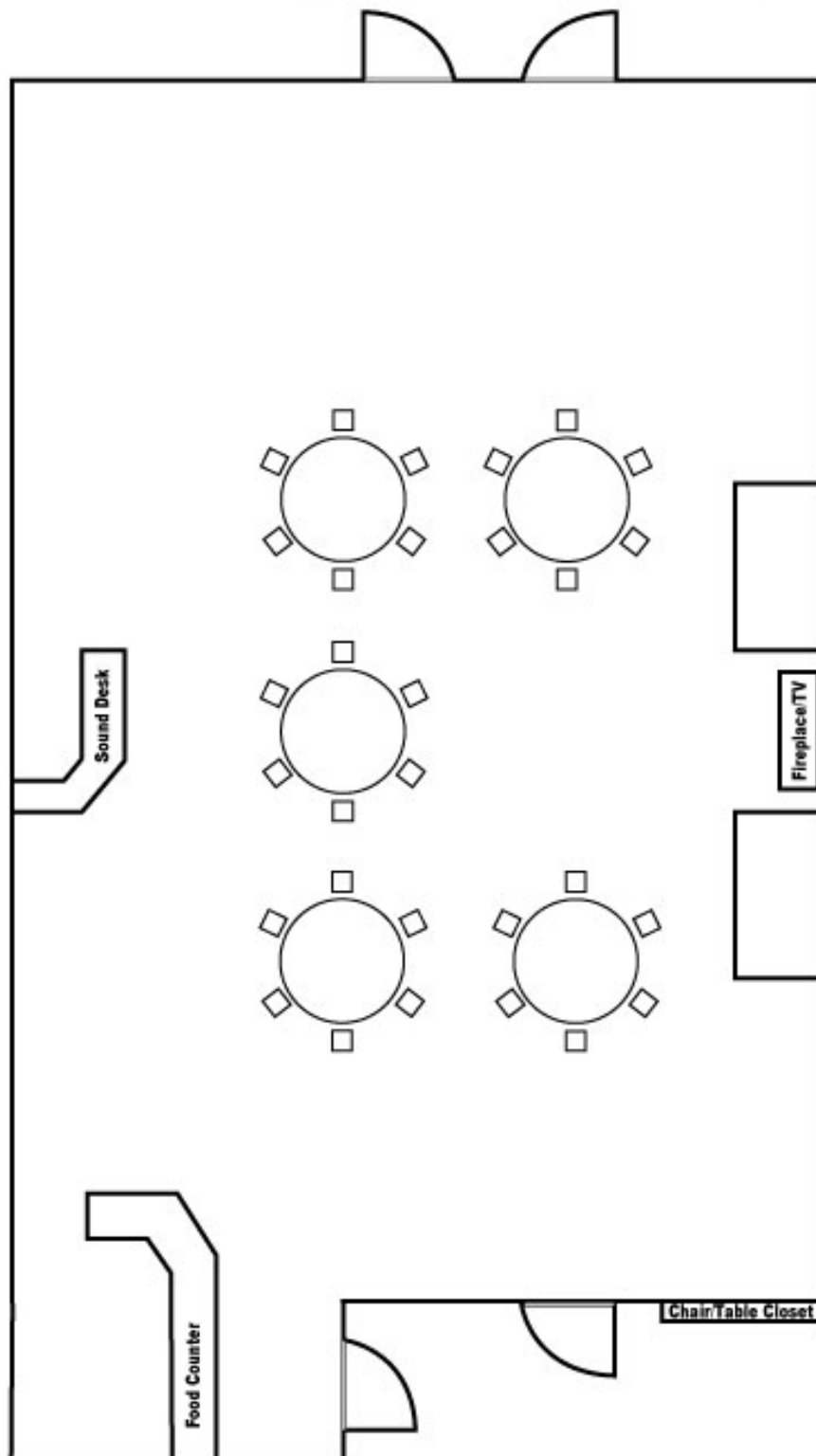
## POLICY ON VIOLATIONS AND DAMAGE TO FACILITY

Individuals or groups failing to abide by the policies and procedures governing the Family Life Center will be asked to leave the building and may have further use privileges suspended.

Individuals or groups causing any damage to the Family Life Center shall reimburse First Baptist Church of Mount Olive for the damage incurred.

# Fireside Room Diagram

When using the Fireside Room, please return it to this diagram when finished



# KITCHEN CHECKLIST AFTER USE

- GENERAL**  
Wash and put away anything used. Do not just rinse and put away. Do not leave dishes in the washroom.
- APPLIANCES**  
Be sure to turn all appliances off.
  - Light and fan over stove
  - Warmers
  - Steam Tables; drain and clean
  - Oven
  - Fryer
  - Dishwasher; drain and cleanup
- TEA URNS**  
If you use the tea urns, wash and put away. Do not forget to take apart the urn faucet and clean. Do not put leftover tea in the cooler.
- PREP TABLES**  
Clean all prep tables with clorox water.
- TABLES AND CHAIRS**  
If you get tables and chairs out of the closet, wipe them off and return them to the closet.
- FLOORS**  
Sweep and mop any messes made.
- TOWELS AND RAGS**  
Place and used dish towels and rags in the basket located in the dishwash room.
- TRASH**  
Remove trash from cans and take it to the trash room located in the back of the kitchen. Please replace garbage bags in garbage cans.
- AC/HEAT and Lights**  
If you changed the AC/Heat, please make sure it is returned to the original program. Also, make sure lights are off in the following areas:
  - Walk in freezer and cooler
  - Restroom
  - Office
  - Pantry

**Please checkoff at the completion of your event and turn in with the return of keys issued. Please inform the office of any issues associated with equipment or the building.**