



# ARLINGTON

## BAPTIST CHURCH

### **FAMILY LIFE CENTER Reservation Policies and Procedures**

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Please note the following:

1. All guidelines for reserving and using the Family Life Center are contained in the Policies and Procedures manual. Please review it thoroughly prior to placing your reservation.
2. To reserve the Family Life Center you must submit a Family Life Center Building Use Application and your application must be approved by the facility manager.
3. Applications for general use of the Family Life Center must be submitted at least 30 days prior to your event.
4. Your event is not permanently reserved until you are notified that the facility manager has approved your request.
5. You are required to agree to be personally and financially responsible for any damage caused to the Family Life Center or to equipment owned by Arlington Baptist Church.

## GENERAL INFORMATION

Address: 9801 Arlington Church Rd.  
Charlotte, NC 28227  
Phone: (704)545-4589  
Website: [www.arlingtonchurch.com/FLC](http://www.arlingtonchurch.com/FLC)

## Rental Procedure

Any individual or group interested in using the Family Life Center shall complete a building use application and submit the required fees and a security deposit.

Applications for use must be completed and submitted at least 30 days prior to the event to ensure the facility will be available for use. All applications for use must be approved by the facility manager of Arlington Baptist Church and are not final or guaranteed until approval. The facility manager reserves the right to reject any application for use of the Family Life Center.

## PRIORITY OF USE

All activities of Arlington Baptist Church shall have first priority in use of the Family Life Center. Organizers of church activities should take care to notify the church office manager (704-545-4589) of their intended use of the facility to guarantee priority on the master calendar.

All other applications for use shall be determined on a "first come, first serve" basis, subject to approval by the facility manager.

## FEES FOR USE

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

Athletic events: \$ 20 per hour  
Use of gym only (no kitchen, food, drinks, tables, chairs or A/V equipment)

Daily rates: \$ 50 (individual) for use of the gym  
\$ 100 (organization/group) for use of the gym  
\$ 30 for use of the kitchen

Audio/Video: \$ 12 per hour; \$150 cap (members)  
\$ 20 per hour; \$200 cap (non-members)

**Security deposit:** \$ 100 (use of facility for non members)

\*Wedding fees: please see Wedding Policy

## GYMNASIUM (Athletic Events)

- Rubber soled shoes are required. No street or black sole shoes allowed.
- Suitable attire is required at all times
- Gym equipment such as the scoreboard will be operated by authorized persons only
- Programmed activities have priority over free play
- ONLY bottled water allowed in the gym area
- Basketballs or volleyballs should not be kicked
- All equipment must be given proper care

## WEIGHT ROOM

- Safety holds priority. No horseplay in the weight room
- Suitable attire is required throughout workout
- Two people must be in the weight room at any time persons are working out or exercising
- Upon completing workout at each station, weights and area must be cleaned-up. (Wipe off benches)
- The weight room must always be clean and orderly
- Any person working out must sign a waiver to be kept at the church office.

## KITCHEN

Groups and individuals using the kitchen are responsible for cleaning all utensils and cookware used and must be returned to their proper place of storage. All countertops and other surfaces used must be cleaned after use and returned to their original condition. Floors must also be cleaned.

Trash must be carried to the dumpster following the conclusion of the event.

## TABLES, CHAIRS AND STAGE

The Family Life Center has round tables and chairs available for your use. The round tables seat 8-10 individuals comfortably.

A stage area is available at the Family Life Center and can be provided if requested.

Please note that unless you specifically request use of tables, chairs or the stage, none will be provided and they will not be available on the day of your event. Advance notice must be given if you plan to use tables, chairs or the stage.

## KEYS AND BUILDING ACCESS

Keys to the facility will be issued to responsible individuals reserving the facility. Keys will be distributed and signed for at the church office and must be returned the following business day. 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 of the facility will result in a cancellation of your reservation and a suspension of use privileges.

Key deposit: \$10.00 (due when signing out key)

## GENERAL REGULATIONS

- All individuals under the age of 18 must be accompanied by a responsible adult.
- Appropriate God-honoring speech, behavior and attire should be used and worn at all times.
- Equipment and materials must be used for their specified purpose.
- No hanging on basketball rims or nets.
- Intentionally hitting or kicking balls into ceilings and walls is prohibited.
- Food and drinks shall only be allowed during specified events. During athletic events, only water allowed in the gym area.
- The use of tobacco, alcohol, controlled substance or firearms shall be expressly prohibited.
- The responsible party is expected to leave the building as they found it and remove all items associated with their program immediately following the event.
- Following use, all lights must be turned off and all doors locked
- Any videos or movies shown or music played shall be appropriate for a house of worship and shall not contain vulgar or explicit lyrics or images.
- The user assumes liability for injuries to persons attending the event and for damages or loss of user's property
- Arlington Baptist Church is not responsible for loss or damage of personal property.

## POLICY ON VIOLATIONS AND DAMAGE TO FACILITY

The user will be held responsible for any damage caused to the Family Life Center associated with the scheduled event. The Individuals or groups causing any damage to the Family Life Center shall reimburse Arlington Baptist Church for the damage incurred. Further use privileges may be suspended following damage to the facility at the discretion of the Board of Elders.

Failure to abide by the policies and procedures governing the Family Life Center will result in suspension of further use privileges and forfeiture of deposit.



