



# Blackshear Church of God Family Life Center/Sanctuary Rules and Usage Policy

Event Plan Form must be Completed and returned to church  
office for approval.

## Hours of Operation

- A. Because of the wide variety of events and activities, The BCOG Family Life Center hours of operation may vary and therefore will be scheduled and managed by student ministries.
- B. Since the BCOG Family Life Center is a ministry extension of the BCOG, events scheduled will not conflict with the church's schedule of events.

## Participation/Membership

The following are eligible for use of the BCOG Family Life Center

- A. Members
  - a. Member of the Blackshear Church of God and extended family
  - b. Children of a member
  - c. Extended family of a member
- B. Guests of BCOG Church Members
  - a. Members are encouraged to bring guests, especially the unsaved and/or unchurched.
  - b. Each guest must be accompanied by a BCOG member.

## Family Life Center Usage

- 1. Members
  - a. Members will have access to usage of our facilities during normal operating hours unless a scheduled event prohibits.
  - b. Special events will be posted ahead of time.
  - c. There will be no usage fees for BCOG organizations, ministries, members or member's family.
  - d. Facilities should be reserved at least one (1) week in advance but no more than nine (9) months prior to the event date. All reservations must be made through the Director of Student Ministries.
  - e. A custodial love offering is encouraged but not required when reserving the facility.
  - f. Any member, twenty-one (21) years of age and older, of BCOG and its sponsored organizations are eligible to reserve facilities. The person who reserves the event/buildings is responsible for the groups/organizations obeying and adhering to all rules and regulations.
  - g. If Audio/Visual equipment is needed, selections (music, video, movies, etc.) must be of an appropriate nature and must be approved two weeks before the event.



## **Blackshear Church of God Family Life Center/Sanctuary Rules and Usage Policy**

2. Non-Members
  - a. All rules and regulations must be followed to use the BCOG Family Life Center.
  - b. The Director of Student Ministries will review all usage requests prior to approval.
  - c. The date for the usage must be reserved two (2) weeks in advance, but no longer than nine (9) months prior to the event date.
  - d. A refundable deposit must be made to reserve the facility. (See deposit/fee schedule) This deposit must be paid to have the event or building considered for approval. You will be contacted upon approval and then placed on the church calendar.
  - e. Any reservation should be promptly cancelled if plans change.
  - f. If Audio/Visual equipment is needed, selections (music, video, movies, etc.) must be of an appropriate nature and must be approved two weeks before the event.
  - g. See attached for Building Use Fees and Deposits.

### **Operational Polices**

- A. The Family Life Center is a part of Blackshear Church of God and those members and guests should conduct themselves in accordance with Christian principles.
- B. Adult supervision of children is required at all times. During normal operating hours, youth may use the facility without additional adult supervision as long as they understand and adhere to all Family Life Center policies. Adult supervision is required for all youth reservations of the facility.
- C. Unauthorized entrance or presence in the building may result in suspension of the right of such individuals to use the facility.
- D. Equipment checked out to an individual or group, which is lost, damaged or destroyed, will be the responsibility of the individual or group. This also pertains to any damage to the building (light fixtures, tables, walls, etc.)
- E. All items such as clothes, gloves, and shoes, left more than two (2) weeks become the property of the BCOG and will be disposed of in a useful manner (e.g. donated to a local charity).
- F. No Life Center equipment will be used without prior approval from the Director of Student Ministries.
- G. Headphones/Earphones must be worn with portable music devices.
- H. The Pastors Council and the Director of Student Ministries will be responsible for interpretation and enforcement of polices.

### **Dress Code and Behavior**

- A. Shirts must be kept on at all times (no exceptions)
- B. Shorts must be loose fitting. Shorts must be mid-thigh and have no long side slits.
- C. No halter tops, sports bras, or tops with spaghetti straps will be allowed unless worn under other acceptable clothing.
- D. No bouncing, throwing, or kicking balls in, lobby, fellowship hall, kitchen, or classrooms.

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## **Blackshear Church of God Family Life Center/Sanctuary Rules and Usage Policy**

- E. No profanity is allowed in any area of the facility.
- F. These items are not allowed in or on the property of the Family Life Center:
  - a. Tobacco in any form.
  - b. Alcoholic beverage in any form.
  - c. Any controlled substance.
  - d. Pets.
  - e. Anything considered a weapon.
  - f. Anything that would detract from a Christian atmosphere: i.e. inappropriate music, writing on apparel, inappropriate dress, etc.
- G. Anyone who does not obey the rules and cannot act in a Christ-like manner will be asked to leave. Their name will be referred to the Pastors Council and the Director of Student Ministries for an immediate follow-up consultation.

### **Gymnasium**

- A. Proper athletic shoes are to be worn while on the gym floor playing surface (No Exceptions). For safety reasons, playing in sandals, loafers or bare feet will not be allowed.
- B. No kicking balls (except for highly supervised programs where danger of accidents and damage of facility are avoided.)
- C. Please return balls and equipment back to the proper storage.
- D. "Full-court" basketball will be allowed only during designated times. (Stage end of court will only be available when low volume events are taking place in foyer end of the court.)
- E. No food or drinks are allowed on the gym floor.
- F. No furniture should be moved into the gym area without approval of the church staff.
- G. All scheduled use of the gymnasium should promptly end at the scheduled end time of the event and overhead lighting turned off due to the cost of power to operate the gym lighting. (All clean up, sweeping, moping, etc. should be considered as part of the scheduled time.)
- H. The floor must be swept and all trash discarded prior to exiting the facility.
- I. All bathrooms should be checked to ensure trash is discarded and all toilets are properly flushed.
- J. Children must not be allowed to play in extension rooms during gymnasium events without church staff approval and must accompanied by an adult.

### **Liability**

- A. BCOG does not assume responsibility for any lost or stolen items.
- B. The use of the Family Life Center and all equipment will be at the risk of the participant.
- C. BCOG does not assume liability or responsibility for any injury to the user of the equipment of the facility.
- D. All participants will be required to sign a waiver of liability prior to the use of the equipment or facility.
- E. All minors will be required to have the signature of a parent or guardian.



# Blackshear Church of God Family Life Center/Sanctuary Rules and Usage Policy

## Family Life Center & Sanctuary Usage Fees

A Post-event walk through will be done before and after an event by an available Church Staff Member. If the facility is not found to be clean and returned to order, the event deposit will not be returned and will be used for custodial services.

- Members, Members Family and Associated BCOG Ministries
  - \$0.00 Fees
  - \$25.00 custodial care donation requested
  
- Outside groups not associated with BCOG requesting use of the Family Life Center.
  - \$150.00 Required Contribution Fee - Gym only
  - \$200.00 Required Contribution Fee - Gym, Kitchen and Social hall
  
- If a Sound technician is needed.
  - \$15.00 per Hour or a \$60.00 minimum fee payed to the sound technician
  
- Use of the Sanctuary other than a Funeral or Church Member Wedding. (Will require approval from the Pastoral Council)
  - \$200.00 Required Contribution Fee
  - Further required contributions may be assessed for rehearsals, other activities, etc...



# Blackshear Church of God Family Life Center/Sanctuary

## Rules and Usage Policy

### Check List for Clean-up

**It is the responsibility of every Sunday School Class, Ministry, Organization, Shower Hostess, or Group that uses any of the facilities to set up and tear down for their event. This includes putting tables, chairs and furniture back in place.**

**Fellowship Hall**

- Floor swept and vacuumed if needed
- Tables cleaned and wiped off
- Tables and chairs put back in place
- Empty all trash cans and put a clean liner in each one. Carry out garbage to dumpster.

**Kitchen**

- Floors cleaned—swept and mopped if needed
- Clean and disinfect all counter tops
- Wash dishes and put them away
- Dish cloths rinsed and placed on sink
- Empty all trash cans and put a clean liner in each one, carry out garbage to dumpster
- Dispose of all left over food

**Gym**

- Floor Swept
- All trash picked up and trash taken out to dumpster
- Return all balls and equipment back to proper storage

Cleaning supplies are in the restroom cabinets and in the Kitchen cabinets next to the sink.

All these areas that pertain to the reserved facilities must be cleaned at the end of the event and for the deposit to be refunded to non-members.

**POST CLEAN UP:**

All areas noted above have been checked and cleared by Church Building Staff:

Today's Date: \_\_\_\_\_

Signature of Responsible Party: \_\_\_\_\_

Signature of Church Hostess: \_\_\_\_\_



# Blackshear Church of God Family Life Center/Sanctuary Rules and Usage Policy

## Event Plan

Event Title: \_\_\_\_\_

Dept and/or Person Planning: \_\_\_\_\_

### Event Details:

1. What's happening?

\_\_\_\_\_  
\_\_\_\_\_

2. When's it happening (date and time or duration if fundraiser)?

\_\_\_\_\_

3. Who's invited /participating?

\_\_\_\_\_

4. What building(s) will be needed?

\_\_\_\_\_

a. When is set up time and date? \_\_\_\_\_

b. Who is set up team?


c. Who is clean up team?


5. Who's in charge/contact person? \_\_\_\_\_

Cell Phone# \_\_\_\_\_



## Blackshear Church of God Family Life Center/Sanctuary Rules and Usage Policy

6. I have read and agree to the attached Facility Rules and Usage Policy.

\_\_\_\_\_  
*Event Planner Printed name*

\_\_\_\_\_  
*(Signature)*

7. Event Publicity: (Check all that apply)

- Slide Show
- Website
- Church Announcements
- Radio/Newspaper

\_\_\_\_\_  
*Department Head/Coordinator (Signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Event Planner/Dept. Contact Person (Signature)*

\_\_\_\_\_  
*Date*

Approved                      Date: \_\_\_\_\_

Revise and Resubmit              Date: \_\_\_\_\_

Facility was returned to appropriate order.

Facility was not returned to appropriate order.

\_\_\_\_\_  
*Building Use Director (Signature)*

\_\_\_\_\_  
*Date*