

**COMMUNITY OUTREACH CENTER POLICIES GOVERNING MEMBERS OF
FIRST BAPTIST CHURCH, SPRINGFIELD MO**

The Community Outreach Center facility may be used by church members as approved by First Baptist Church under the following arrangements. This agreement applies to individual requests for use when the church is not conducting its own church-wide approved activities.

All arrangements must be made through the Administration Office. Reservation time and facility availability will also be made through the Administration Office. Reservations are confirmed upon receipt of a deposit fee. Other fees will be due on the day of reservation. Deposit Fees are refundable if the reservation is canceled TWO WEEKS prior to dates reserved.

AREA	BUILDING USE FEE	STAFFING FEE
GYMNASIUM	\$15.00 per hour for FULL COURT	\$12.00 PER HOUR
BOWLING LANES	\$15.00 per hour	\$12.00 per hour (1 supervisor per 16 people/4 per lane)
GAME ROOM, FIRESIDE ROOM, CRAFT ROOM, PLAYROOM OR MULTI-PURPOSE ROOM	\$10.00 per hour	\$12.00 per hour (1 supervisor per 40 people/over 40 additional \$8.00 per hour for additional supervisor)
TOTAL FACILITY	\$25.00 per hour This charge includes one supervisor for the first 50 people.	Additional \$12.00 per hour for second supervisor if the group is above 50.
LOCK-INS (TOTAL FACILITY, EXCLUDING PLAYROOM)	\$150.00 per night (10:30 p.m. until 8:00 a.m.) Additional hours/\$15.00 per hour. This charge includes one supervisor for first 50 participants. SPECIAL LOCK-IN NOTICE: <ol style="list-style-type: none"> 1. We need a written itinerary for the lock-in along with the \$150.00 reservation fee <u>THREE WEEKS</u> in advance in order to confirm your reservation. 2. The adult/youth ratio (see #11 on back page) is a must. If proper leadership is not secured, the lock-in will need to be rescheduled. 	Additional \$12.00 per hour for second supervisor if the group is above 50.

COMMUNITY OUTREACH CENTER POLICIES GOVERNING OUTSIDE GROUPS

FIRST BAPTIST CHURCH, SPRINGFIELD MO

The Community Outreach Center facility may be used by groups approved by First Baptist Church under the following arrangements.

All arrangements must be made through the Administration Office. Reservation time and facility availability will also be made through the Administration Office. Reservations are confirmed upon receipt of a deposit fee. Other fees will be due on the day of reservation. Deposit Fees are refundable if the reservation is canceled TWO WEEKS prior to dates reserved.

AREA	BUILDING USE FEE	STAFFING FEE
GYMNASIUM	\$25.00 per hour for FULL COURT	\$12.00 PER HOUR
BOWLING LANES	\$25.00 per hour \$1.00 per game	\$12.00 per hour (1 supervisor per 16 people/4 per lane)
GAME ROOM, FIRESIDE ROOM, CRAFT ROOM, PLAYROOM OR MULTI-PURPOSE ROOM	\$15.00 per hour	\$12.00 per hour (1 supervisor per 50 people/over 50 additional \$8.00 per hour for additional supervisor)
TOTAL FACILITY	\$50.00 per hour This charge includes one supervisor for the first 50 people. \$3.00 per person participation fee (due at time of scheduled activity)	Additional \$12.00 per hour for second supervisor if the group is above 50.
LOCK-INS (TOTAL FACILITY, EXCLUDING PLAYROOM)	\$200.00 per night (10:30 p.m. until 7:00 a.m.) Additional hours/\$20.00 per hour. This charge includes one supervisor for first 50 participants. \$3.00 per person participation fee (Due at time of lock-in) SPECIAL LOCK-IN NOTICE: <ol style="list-style-type: none"> 3. We need a written itinerary for the lock-in along with the \$200.00 reservation fee <u>THREE WEEKS</u> in advance in order to confirm your reservation. 4. The adult/youth ratio (see #11 on back page) is a must. If proper leadership is not secured, the lock-in will need to be rescheduled. 	Additional \$12.00 per hour for second supervisor if the group is above 50.

All rules pertaining to the general use of the facilities must be observed by the visiting groups. The supervisor will review these rules in a brief orientation period at the beginning of the scheduled event.

1. The basic rule which overrides all else is, that speech and conduct of the persons using the Community Outreach Center are to honor and glorify God. Everyone who enters therein should conduct themselves in a spirit and manner befitting a Christian attitude.
2. Once doors are locked unauthorized entrance into the Community Outreach Center is not permitted and will result in suspension of the right of such individuals to use the facility. (Lock-in Only)
3. No activities will be permitted which are contrary to established church policy.
4. Tobacco, alcoholic beverages, and social drugs are not to be brought into the building.
5. The emergency exits are not to be used except for emergencies or when the alarms are turned off for special events.
6. Pets are not to be brought into the building.
7. Food and/or drinks are allowed only in the Snack Area, Multi-Purpose Room, and the Craft Room.
8. Any person using the building or equipment will be expected to pay for any damage to the building or the equipment caused by his or her willful or reckless conduct.
9. The group must come and leave as a group. (Lock-In Only)
10. Arrival time and departure time must be observed by the visiting group.
11. All groups must have adequate adult supervision and one adult must be the contact person and person in charge. (For age groups 3rd Grade and under, a one to five ratio of adults to children, must be observed. For age groups 4th Grade through 12th Grade, a one to ten ratio of adults to young people, must be observed.)
12. One adult supervisor from the visiting group should assist in issuing equipment and another should be in the bowling area when it is in use.
13. A designated time for cleaning up the facility should be set aside before leaving. The FBC supervisor will oversee this time.
14. The Recreation Supervisor/Assistant or Secretary may ask any person violating these regulations to leave the building. Refusal of such people to leave upon request will constitute a trespass.

The person responsible for the group using the facilities will read and sign the accompanying agreement and, by so doing, agree to the stated policies. Non-adherence to these policies and rules will constitute forfeiture of all deposited funds. Each group will need to provide a certificate of liability from their insurance company.

Sign the accompanying agreement and return to the Administration Office, 525 South Avenue, Springfield MO 65806 along with your written itinerary **THREE WEEKS** prior to the day of your reservation time.

I have read and understand all policies and procedures concerning the fees and use of First Baptist Church facilities and agree to the terms of this contract.

I Agree: _____ Date: _____
Signature of Group Leader & Date

**AGREEMENT FOR USE OF FIRST BAPTIST CHURCH
COMMUNITY OUTREACH CENTER**

Phone: 417-866-7202

This form will need to be completed by the leader of each group scheduled to use our facilities. Completed form will need to be returned with a \$100.00 deposit before the date is confirmed.

Name of Group _____

Number in Group _____ Age Level _____ Adult (18 & over) _____ Children _____

Date Building Reserved _____ Time Scheduled _____

Types of Activities: _____ Multi-Purpose Room (tables, chairs, open area)
_____ Bowling _____ Gymnasium (__ basketball __ volleyball __ games)
_____ Game Room _____ (only one activity may be done at a time)
_____ Meeting Room _____ Snack Area _____ Playroom
_____ Kitchen _____ Craft Room

Other activities: _____

Name and address of person who will be in charge of group: _____

Phone Number: _____ cell: _____

I have read and understand all policies and procedures concerning the fees and use of First Baptist Church facilities and agree to the terms of this contract.

Approved by: _____

Signature of Group Leader & Date

Signature of Church Representative

Charges are listed on accompanying form. No Lock-Ins will be scheduled on Saturday or Sunday nights.

Office Use:

Deposit Amount received: _____ Check number: _____ Date Received: _____

Itinerary received: _____ Certificate of Liability Attached _____