

FAMILY LIFE CENTER

I. CONDUCT

All persons / organizations using the Family Life Center are required to adhere to the guidelines of the Code of Conduct. These guidelines are part of this booklet (Addendum #1) and are posted in the facility for reference. Failure to adhere to these guidelines is grounds for denial for future use of the facility.

II. SCHEDULING

- A. Members and Adherents who wish to use the facilities for the work of the Lord, such as in the area of outreach, shall be encouraged to do so, since a primary purpose for the Church is to be a witness for Christ. They shall follow the same general guidelines, which are listed in this booklet, as would any other group wishing to use the facility.
- B. Members, Adherents and Ministries within the church may use the Family Life Center as they would any other part of the church building. Scheduling must be done through the Church Office. An initial request for scheduling may be made via phone call to the Church Office. Within 3 business days of such request, a completed Activity Event Form (AEF) must be received by the Church Office before final approval is granted. If an AEF is NOT received within the time frame, the scheduled slot will be marked as available.
- C. Any person who reserves the use of the Family Life Center, as a Member, Adherent, or Ministry Leader, MUST be in attendance for the duration of the event that they book.

Activity Event Forms are available at the Church Office, or on-line at www.maranathabiblechapel.org. Completed forms may be hand delivered, mailed or faxed to the office at (607) 739-3333.

The Office Secretary will act as the scheduling supervisor to handle all requests.

- D. The Family Life Center cannot be scheduled for use by outside groups during the time of regular gatherings of the church. In addition, no recurring scheduling should be made on Friday or Saturday evenings after 4:00 PM. This time should generally be reserved for open gyms and church functions. This time slot can be evaluated on a case-by-case basis for special requests.
- E. The scheduled privilege of using the Family Life Center does not necessarily grant the use of the main building and facilities. If needed, separate approval must also be obtained.

All scheduling is subject to the discretion of the Church's Governance Authority, and may be adjusted, canceled, or rearranged as necessary.

III. RESERVATION POLICIES

A. TIMELINES:

- Reservations for wedding receptions shall be taken no sooner than 1 year in advance.
 - Reservations for all other events shall be taken no sooner than 3 months in advance.
 - Recurring reservations shall be booked for a maximum of 3 months at a time and shall correspond with the end of each quarter. (3/31, 6/30, 9/30, 12/31)
- All recurring reservations are subject to quarterly review by the Governance Authority of the Church or their designee. Said reservations may be modified after such review.
- Persons who have made recurring reservations for their event or ministry, shall have the first option to renew the same time slot for the next quarter.

B. DOWN PAYMENTS:

If a fee applies to an event for a non-member /adherent of MBC, reservations shall be booked under the following criteria:

50% of the fee to be paid at the time of the booking. The balance due 72 hours in advance of the event.

C. CANCELLATIONS:

The FLC Cancellation Policy is designed to provide a fair resolution for anyone who may need to alter their plans, while maximizing the use of the FLC for the entire community. With that in mind, please notify the MBC Office, as soon as possible, if you wish to cancel your event. Refunds will be provided for all canceled events. No refund will be provided for set-up costs, if the facility was already set up by a staff member.

D. INSURANCE:

Certain events may require insurance that is additional to the standard insurance provided by the church. You will be notified if your event requires such additional coverage. In such a case, Proof of Insurance must be provided to the scheduling supervisor, prior to use of the facility.

E. FEES:

Generally, rental fees will not be charged for use of the facility by regularly attending members and adherents, for church sponsored or outreach events. The current schedule of fees can be found in the back of this booklet (Addendum #3). If there is a fee for rental of the facility or set up, said fee must be delivered to the Church Office, prior to the scheduled start of the event.

The use of the Big Toys is available to regularly attending members and adherents only, and requires a separate form to be completed. This form is available at the Church Office.

Fees for community recreational leagues are covered in Addendum #4.

IV. USE OF KITCHEN FACILITIES

Regularly attending members and adherents to MBC may use the kitchen facilities under the following guidelines:

1. Leave the kitchen as clean as or cleaner than you found it.
2. Wash, dry and put away all utensils, dishes, and other items that you use.
3. Clean the counter tops and sinks.
4. Clean the stove surface and grill if you use them.
5. Sweep the floor and mop up any spills.
6. Clean any appliances that you use (coffee pots, toaster, popcorn machine, etc).
7. Empty trash cans, and take garbage to the outside dumpster.
8. Please remove leftover food items from the facility at the conclusion of your event. If you wish to donate unused food items, properly store said items and mark them as such.

V. ADDITIONAL GUIDELINES

A. USE OF FACILITY:

All property should be treated with the utmost respect. Use that results in damage beyond normal wear and tear, and improper use is grounds for denial of future use. Unless prior arrangements have been made, all groups shall be responsible for restoring the building to its condition at receipt. This includes, but is *not* limited to the removal of all clothing and personal items. Garbage and recyclables should be placed in their proper receptacles.

In order to help us properly maintain the facility for all to enjoy, please report any problems or deficiencies to the Scheduling Supervisor.

B. SMOKING AND ALCOHOLIC BEVERAGES:

There shall be no drinking of alcoholic beverages anywhere on MBC premises. Smoking is permitted in designated areas outside the Family Life Center Building.

C. TELEPHONE PROCEDURES:

A phone is located inside the Family Life Center for your convenience. Please limit phone usage to emergency and other essential calls only.

VI. QUESTIONS

If you have questions or needs during your use of the facility, contact the Church Office, or one of the persons listed on the contact list posted inside the Center.

FACILITY CLOSING CHECKLIST

KITCHEN

- Stove, Ovens, Grill and Warmer Cleaned (if used) and turned OFF.
- Popcorn Machine emptied (if used) and turned OFF.
- Dishwasher emptied and drained (if used).
- Coffee Machine and Coffee Pots Cleaned (if used) and turned OFF.
- All other Utensils and Cookware Cleaned (if used) and put away.
- All counters wiped down.
- Please remove all food items at the end of your event. If you are donating items, please mark them as such.
- Sweep the floor.
- Please empty all trash cans into the dumpster.
- Please ensure all windows are closed and the kitchen thermostat (located near the store room exit) is set to 59 degrees during the heating season and 75 degrees during the cooling season.
- Please turn off the lights in the kitchen and store room.

MAIN FACILITY

- All Personal Items removed.
- All chairs and tables wiped down (if needed), folded and put away.
- All garbage placed in trash receptacles. Brooms and dustpans are available in the store room (if needed).
- All sports equipment should be returned to its' proper place.
- Ensure that the storage shed, located outside the northeast exit, is closed and locked. A key and garage door opener are located on the wall near the gymnasium exit.
- Lock the 4 doors at the main entrance (with hex key). Pull on doors to ensure that the locks have set.
- Ensure that the 5 other entrance doors (3 in the main gym, 1 store room and 1 utility room) are locked from the outside. If you don't have a key to lock these doors, please contact an MBC representative that does. A list is posted in the main entrance.
- Please ensure that the thermostats are set to 59 degrees during the heating season and 75 degrees during the cooling season. The fans should be set to "Auto." There are 2 thermostats in the main gymnasium on the east and west walls. If you can't locate them, or if you are unsure how to operate them, please contact an MBC representative for assistance.
- All lights should be turned off.
- If you have any questions, please contact an MBC representative, or call the Church Office at 739-7168. Thank you for your cooperation.

MBC Family Life Center Code of Conduct

- Shirts must be worn at all times.
- Children ages 12 and under must be supervised by an adult.
- Clean, athletic shoes only for recreation. (No cleats indoors)
- No swearing, foul language or fighting.
- Do not enter the mechanical room, kitchen or pantry without authorization.
- Only equipment designed for indoor use is to be utilized in the facility.
- All sports equipment is to be used for its' intended purpose only.
- No MBC equipment is to leave the building.
- No unsportsmanlike conduct is allowed.
- No in-line skates or skateboards allowed.
- Alcoholic beverages are prohibited on Church Property.
- No smoking in the Church Buildings. Please use the designated areas.

If you have questions, or need assistance, please contact the Church Office, or one of the persons listed on the posted contact sheet.

Family Life Center – Schedule of Fees

<p>Member Bookings</p>	<p>These fees will apply to Members/Adherents that wish to reserve the FLC for their event. The Member booking the event must be in attendance for the duration.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Rental Fee for the FLC:</td> <td style="width: 20%;">N/C</td> <td style="width: 20%;">Additional Options:</td> <td style="width: 20%;"></td> </tr> <tr> <td>Administrative Fee: Up to 4hrs.</td> <td>N/C</td> <td>Volleyball nets set up:</td> <td>\$10</td> </tr> <tr> <td>½ day (6hrs.)</td> <td>N/C</td> <td>Use of Tables/Chairs (Self Set-up)</td> <td>N/C</td> </tr> <tr> <td>Full Day</td> <td>N/C</td> <td>Use of Tables/Chairs (Staff set-up)</td> <td>\$50</td> </tr> <tr> <td>2 Days</td> <td>N/C</td> <td>Use of Big Toys (per toy/Per Event)</td> <td>\$50</td> </tr> <tr> <td>Beyond 2 days</td> <td>TBD</td> <td></td> <td></td> </tr> </table>	Rental Fee for the FLC:	N/C	Additional Options:		Administrative Fee: Up to 4hrs.	N/C	Volleyball nets set up:	\$10	½ day (6hrs.)	N/C	Use of Tables/Chairs (Self Set-up)	N/C	Full Day	N/C	Use of Tables/Chairs (Staff set-up)	\$50	2 Days	N/C	Use of Big Toys (per toy/Per Event)	\$50	Beyond 2 days	TBD		
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<p>Member Bookings (For events in which a profit can be made.)</p>	<p>These fees will apply to Members/Adherents that wish to reserve the FLC for their event. These fees shall be applied when the Member or Others are incurring a profit through said event. The Member booking the event must be in attendance for the duration.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Administrative Fee: Up to 4hrs.</td> <td style="width: 20%;">\$30</td> <td style="width: 20%;">Volleyball nets set up:</td> <td style="width: 20%;">N/A</td> </tr> <tr> <td>½ day (6hrs.)</td> <td>\$50</td> <td>Use of Tables/Chairs (Self Set-up)</td> <td>N/C</td> </tr> <tr> <td>Full Day</td> <td>\$100</td> <td>Use of Tables/Chairs (Staff set-up)</td> <td>\$50</td> </tr> <tr> <td>2 Days</td> <td>\$250</td> <td>Use of Big Toys (per toy/Per Event)</td> <td>N/A</td> </tr> <tr> <td>Beyond 2 days</td> <td>TBD</td> <td></td> <td></td> </tr> </table>	Administrative Fee: Up to 4hrs.	\$30	Volleyball nets set up:	N/A	½ day (6hrs.)	\$50	Use of Tables/Chairs (Self Set-up)	N/C	Full Day	\$100	Use of Tables/Chairs (Staff set-up)	\$50	2 Days	\$250	Use of Big Toys (per toy/Per Event)	N/A	Beyond 2 days	TBD						
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Policies and Fees for Community Recreational Leagues

1. Maranatha Bible Chapel recognizes the commitment that volunteer coaches make to our community leagues. Coaches that wish to utilize the facility for their team practices may do so without a rental fee.
2. If other services are required, (i.e. Staff set up of tables and chairs, etc.) fees will apply according to the current schedule of fees listed in Addendum #3.
3. Coaches will have the same responsibilities of completing and submitting all necessary paperwork to the Church Office, as would any person utilizing the facility.
4. All scheduling must be done through the Church Office and pursuant to the current scheduling policies.

