

# Gourd Springs Baptist Church (GSBC) Family Life Center Policy and Procedures (Community)

## I. Mission Statement

The GSBC Family Life Center was provided through God's benevolence and by the sacrificial generosity of its church members. In the spirit of Christian charity and as a means of demonstrating the Gospel of Jesus Christ in practice, the Family Life Center is available to GSBC's members and non-members of GSBC, upon approval. Any deviation to the Policy and Procedures, as stated, require approval of the Pastor or his designee(s).

## II. Scheduling of Events

- A. Reservations must be made in writing through the GSBC office, M-F, 9am-12:30pm.
- B. Reservations are on a first come, first served basis. However, GSBC reserves rights to supersede any reservation. If this occurs, the security deposit will be refunded.
- C. Reservations will not be taken by phone. Please complete the attached Reservation Request Form and bring it to the GSBC office, along with the security deposit.

## III. Use of Facility

- A. Events must reflect Christian biblical beliefs and practices.
- B. Cooking is permitted on provided appliances only. Appliances must be cleaned after use.
- C. Building and grounds should be left as found – tables and chairs put away, garbage removed from the premises, lights off, and facility securely locked.
- D. The host is responsible for area clean up and refuse disposal immediately following the event. Failure to clean and dispose of trash can result in forfeiture of the security deposit and a custodian fee of \$25 per hour.
- E. Alcohol is not allowed inside the facility or anywhere on the premises.
- F. Abusive and/or profane language or gestures, and/or inappropriate sexual behavior are prohibited, will not be tolerated, and will be punishable by immediate ejection from the premises.
- G. Electronics are allowed; however, excessive volume and/or music with offensive language are not allowed.
- H. Pets are not allowed in the facility. (Exception: service dog).
- I. Smoking is not allowed inside the facility or anywhere on the premises.
- J. At any time during the event, the GSBC facility custodian has the right to monitor the event and, as necessary take corrective action on the spot. Hosts and guests are expected to comply with the corrective action. If compliance is not forthcoming, the GSBC facility

custodian has the right to cancel the event and clear the premises of all participants. Hosts can be fined and/or have their privileges suspended, should the situation dictate.

- K. No political events of any nature are to take place at this facility.
- L. If any facility deficiencies are discovered upon arrival or during the event, please notify the GSBC office (if event takes place during business hours) or the GSBC facility coordinator (after business hours and weekends). Failure to report facility deficiencies may result in forfeiture of the security deposit.
- M. Failure to follow the Facility Reservation Policy and Procedures may result in forfeiture of the security deposit.

#### IV. **Cancellation**

Cancellations must be in writing to the GSBC office 24 hours prior to the event to receive a full refund of the security deposit. In cases of inclement weather, reservations may be cancelled, in writing, the day of the event.

#### V. **Security Deposit**

- A. The security deposit for use of the facility is \$100.
- B. Hosts must pay the security deposit in cash, which will be refunded after confirmation Facility Policy and Procedures were followed (usually within 3 business days after the event).

#### VI. **Contributions/Donations**

A suggested contribution/donation of \$150 would be appropriate for any event lasting up to 4 hours, with an additional \$25 each 15-minute block after the first 4 hours. Donations will be used to cover expenses of operating the facility.

#### VII. **Liability Statement**

GSBC is not liable for any accidents or injuries on its premises that may occur before, during, or after the event.

**Gourd Springs Baptist Church (GSBC)  
Family Life Center  
Reservation Request Form  
(Community)**

Please fill out the spaces below and return this form with the security deposit to the GSBC office to reserve the Family Life Center.

**Event Date:** \_\_\_\_\_ **Start/End Time:** \_\_\_\_\_ **# of Guests:** \_\_\_\_\_

**Type of Event** (brief description): \_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Cell #** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**\*Waiver\***

**I have read the GSBC Family Life Center Policy and Procedures (attached), and understand compliance is my responsibility. I also understand GSBC is not liable for any accidents or injuries that occur on its premises before, during, or after the event. Signature of participants must be attached.**

**Signature:** \_\_\_\_\_

**For office use:**

**Date security deposit received:** \_\_\_\_\_

**Date security deposit refunded:** \_\_\_\_\_

**GSBC Representative's signature:** \_\_\_\_\_

**Additional Signees waiver list:**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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