

LEC RULES AND REGULATIONS

The LEC is a part of FBC Smithville and will be used to glorify God. In the interest of influencing others for Christ, the speech, dress and conduct of all participants will be in accordance with the highest Christian Standards:

- Profanity is not allowed
- All clothing must promote a Christian atmosphere; modest clothing only.
- Respect for the property and others will be shown at all times.

The LEC will be closed during all worship services, yet available to ministries of the church.

Any unsafe activities should be reported to the church office immediately.

Safety

The safety of all workers and participants is very important; therefore all policies and procedures of the LEC are to be followed at all times. ***First Baptist Church is not liable for any bodily injury which occurs during use of the LEC.***

Behavior

All participants will be expected to follow the rules and policies that have been approved by the church for the LEC, and conduct themselves in accordance with those rules.

Willful violation of any policies or rules could lead to the loss of eligibility to participate in the LEC.

The following procedures shall apply to the violation of the rules and other inappropriate conduct:

First Offense: The individual will be warned by the person(s) in charge and reminded of the rules of conduct. This warning will be documented if warranted.

Second Offense: The Adult offender will receive a written warning. If the offender is of high school age or younger, a written notice shall be given to the parents of the offender. Records of written warnings will be maintained in the church office.

Third Offense: The offender will be asked to leave the facility and required to have a conference with the LEC Coordinator before being allowed to return. Parental contact will be made for students of high school age or younger. A conference between the parents and the LEC Coordinator will take place before re-admittance is allowed.

Dress Code

Shirts and shoes, along with appropriate shorts or exercise apparel, must be worn at all times. All attire should be modest and promote a Christian atmosphere.

Equipment

All equipment is to be checked out and returned to the Church office. The individual checking out the equipment is responsible for its return in good condition. If the equipment is lost, the individual who checked out the equipment will be responsible to reimburse the LEC for its loss.

Prohibited Items

The following items are not allowed in or on the property of the LEC:

- Tobacco in any form
 - o There is NO SMOKING permitted anywhere on the LEC property
- Alcoholic beverages
- Anything consider a weapon
- Controlled substances
- Pets, with the exception of service dogs
- Anything that would detract from a Christian atmosphere

Lost and Found

A Lost and Found box will be located at the church office. Lost items will be returned to the owner if the item is properly requested and identified.

Gymnasium

Programmed activities will be given priority over all free play.

Athletic shoes must be worn to participate in activities on the gym floor. Non-athletic shoes are prohibited on the uncovered gym floor.

Hanging from rims or nets is prohibited.

Reservations

Church members and groups in the community may reserve the LEC for functions and activities. The following guidelines must be followed to reserve the LEC:

1. A request form must be filled out and turned in to the Church Office at least 30 days prior to the event.
2. If the event is approved, full rental payment for the LEC must be made within one week of approval. (All checks made out to *First Baptist Church*, see LEC Reservation Application for fee information)

F.B.C. reserves the right to withhold the use of the LEC.

All regularly scheduled events or activities will be given precedence over any reservation request.

Access to the Building

Keys to the LEC will only be given to appropriate FBC church members. LEC doors will be unlocked by FBC prior to scheduled events.

APPLICATION PROCESS

All requests for the use of the First Baptist Church Facility must be handled through the application process by using the form below. Requests are to be made at least 30 days prior to use. (This will allow sufficient time for the church to properly process the request.) The LEC must be open for the date and time requested. You will be notified of approval and full payment must be received within one week of approval or reservation will be cancelled. (checks made out to *First Baptist Church*)

FBC reserves the right to withhold use of the LEC. Any prior record of use will be considered in the approval process.

Use of the Facilities by Non-Church Members

The facilities will be used in accord with Christian teachings and in a responsible manner. No smoking, alcoholic beverages or other drugs are allowed.

Responsibility for Damages

The buildings and grounds will be left in the same condition as found. All lights should be off inside the building and all doors locked when you leave. The heating/AC thermostats are not to be adjusted. The building will be heated or cooled appropriately when you arrive. You are responsible for cost of breakage or other damage to the physical property.

Payment Breakdown (one-day rental)

Security Deposit	\$100	<i>To be returned to the renter(s) after the event if the building and its contents are not damaged and it is found in acceptable condition.</i>
Building Rental:	\$150	<i>An additional "setup day" may be added to your rental one day prior to the event (pending building availability) for an extra fee of \$100. THE BUILDING MAY ONLY BE USED BETWEEN THE HOURS OF 9AM AND 4PM ON SETUP DAYS.</i>
Janitorial Fee:	\$100	<i>Does not include kitchen cleanup which is the responsibility of the renters. Please leave it as you found it. Failure to do so will result in a loss of the security deposit.</i>
AV Fee (if needed):		
1-4 hours	\$50	
Over 4 hours	\$100	<i>If the sound tech is forced to stay at your event longer than 4 hours but has only been compensated for a 4 hour slot, the extra fee will be taken from the security deposit</i>

Building rental includes use of the following: Tables and Chairs, Stage, Restrooms, Kitchen, Nursery, Classrooms, and Audio Visual usage (if this option is selected).
PLEASE NOTE: We do not rent table clothes or dishes. The basketball goals cannot be moved.

LEC Rental Hours of Operation:

Monday through Saturday: 7:00am – 10:00pm

Additional “setup day” hours: 9:00am – 4:00pm

The LEC cannot be rented on Sundays

FBC Church Offices

101 West Church St.

Smithville, TN 37166

615.597.4275

www.smithvillefbc.org

info@smithvillefbc.org

RESERVATION FORM

- 1. Before completing this form please call the church offices to see if your desired dates are open.
- 2. Bring this completed form to the FBC church office to receive final approval. Approval will be given only after the application is reviewed by the LEC coordinator or a member of the FBC staff.
Full rental payment is required within one week of event approval or the event will be cancelled.
 (all checks made out to *First Baptist Church*; bad checks are subject to an additional fee of \$25)

Contact Information

Person Requesting Use: _____ Phone: _____
 Organization: _____ Phone: _____
 Contact Person: _____ Phone: _____

Use Information

Date(s) Requested: _____ Times: From _____ to _____
(include setup and cleanup time above)
 Purpose of Building Use: _____
 Number of Adults Expected: _____ Number of Children: _____

Facilities requested (X all that apply)

Gym: _____ Kitchen: _____ Classrooms: _____ Nursery**: _____
 Tables and chairs in gym: _____ Basketball goals: _____

** Note: FBC is not responsible for providing childcare workers

If you select the option, Audio Visual support is provided by the church for your event. Accepted video formats are DVD, QuickTime, WMV, and PowerPoint files.

AV Needed for this event (yes or no): _____. If yes, how many hours? 1-4 _____ over 4 _____

I, _____, have read and understand the rules, regulations and restrictions above and will take responsibility for use of the facilities.

Signature: _____ Date: _____

For Church Use

Event Approval Signature: _____

Date: _____