Family Life Center Policies
First Baptist Church Non-Members
Kingston, Tennessee

I. General Policies

1. All use of the Family Life Center must be scheduled through the church office.
2. The use of tobacco, drugs, and alcoholic beverages is prohibited on all First Baptist Church property. Fighting and abusive language is also prohibited.
3. The Family Life Center is closed on all holidays observed by the church unless special approval is given at the time of reservation confirmation in the church office.
4. Please do not loiter around the outside of the facility or in parking lots.
5. At least one parent or sponsoring adult must accompany children ages twelve (12) and under at all times on First Baptist Church property.
6. No pets are allowed in the Family Life Center.
7. Music used in the Family Life Center should be approved by the Minister of Music. Dancing is not allowed.
8. The Family Life Center is not open on Sunday for recreational activities or use for non-church sponsored functions.
9. The usage of the facility is limited to non-profit organizations and there will be no use of the facility for political functions or politically affiliated functions.

II. Non-Church Sponsored Functions

1. Family Life Center reservations will be confirmed upon receipt of the Facility Reservation Form and payment of applicable fees at the church office.
2. Reservations for the Family Life Center can not be confirmed more than six (6) months in advance and should be made no later than three (3) weeks before the event.
   Fees (six hour max usage**)**
   Family Life Center Usage Fee **$150**
   Family Life Center Usage Fee with set-up **$250**
   (Non-refundable $100 deposit due upon reservation to secure calendar date)

III. Facility Use Policies

1. Each group is responsible for the overall conduct of its members. The Family Life Center must be left in order following use. All trash should be placed into receptacles. All equipment (tables, chairs, etc.) should be returned to its storage area if setup/breakdown fee is not paid.
2. The facility must be cleaned and vacated by the reservation end time.
3. Costs to repair damages incurred during an event will be the responsibility of the group reserving the facility.
4. No footballs, baseballs, softballs, roller skates, or skateboards are allowed in the facility.
5. Please do not hang from the basketball goal or net. No basketball dunking is allowed.
6. Items may only be attached to the walls with tape. Please remove tape after use.
7. No Kool-Aid or colored punch may be served. Please clean up all spills immediately.
8. Please do not leave food in the kitchen cabinets or refrigerators. The kitchen must be cleaned after use.
9. No equipment may be removed from the facility.

I_____have read and agreed to the terms of this policy. Dated_____