

# Facility Request Form Guidelines

## Scheduling Information / Reservations/ Use

1. All requests and reservations shall be scheduled through the NVBC Office. A Facility Usage Request Form must be filled out and turned in at time of request. Request will be honored on a first-come, first-serve basis. All requests shall be received/reviewed during regular office hours. Current church office hours are Monday through Thursday 8:30am-1:30pm and request will be received by NVBC Church Secretary, Starlete Cochran between these hours. Notification of confirmation or denial will also be communicated through the church office in a timely manner.
2. Scheduling will be dependent on:
  - a. Flexibility
  - b. Staff availability (if needed)
  - c. Other requests for same date/time that potentially conflict
  - d. Recurring activities may only be scheduled two weeks in advance.
3. Time frame for reservation cancellations:
  - a. NVBC will make every effort to honor its reservation commitments. However, it does reserve the right to cancel a reservation if extenuating circumstances develop forcing a decision to be made (i.e. funerals, special called meetings etc.) In such a case NVBC will notify the individual or group immediately and try to reschedule for a different time/date.
  - b. In the case of a cancellation by an individual or group they should notify NVBC as soon as possible.
4. Scheduling of personnel (staff, sound tech., video tech., etc.)
  - a. If church personnel are needed it should be noted on request form and the group or individual should contact the person assigned by NVBC.
  - b. Only NVBC sound and video tech. shall be allowed to use sound and/or video equipment unless approved by NVBC.
  - c. Prior notice is required if there is a need for special set-up
5. Fees:
  - a. Although there is no definite charge for the use of the facilities at NVBC, any donations are gladly accepted and will be placed in the general budget of NVBC. If damages occur, the persons responsible will be required to pay for damages.
  - b. It is the responsibility of groups to pay for personnel that are needed outside the scope of their normal job responsibilities.
6. Activities or events that are contrary to the Scriptural beliefs of NVBC are not permitted.



*Come see what the Lord is doing*

527 Conklin Road, Jonesborough, TN 37659

Phone:423.913.3802 Fax:423.913.2977

# Facility Request Form Guidelines

## General Guidelines

1. Good conduct, consideration of others, good sportsmanship, modest dress, good manners, and full compliance of guidelines are expected at all times. The use of profanity will not be allowed or tolerated.
2. Shirts and tennis shoes are required for gym floor use.
3. Use or possession of alcohol / illegal drugs and firearms is prohibited. No tobacco use is allowed on the NVBC campus. The staff or persons in charge reserve the right to ask any individual or group to leave.
4. Food and/or drinks are allowed in the Gym/ Fellowship areas with approval at time of scheduling. Food and drinks are not allowed upstairs in the CLC building. When food and drink are prearranged, users are requested to clean up spills and report any that can't be cleaned on checklist. For kitchen use please see specific guidelines posted within the kitchen. Left-over food items must be removed.
5. The facility should be left as it was found before use. This includes lighting, all equipment, furniture placement and cleanliness. (Equipment should be used as it was intended and designed.)
6. All trash shall be tied, removed and placed inside the NVBC dumpster.
7. Persons using the building shall coordinate entry/exit from the building with the Church Secretary. If your function ends earlier than anticipated please notify your contact person immediately so as not to leave facility unlocked and unattended.
8. Anyone under the age of 18 must be accompanied and under the supervision of an adult at all times. These adults are responsible for ensuring that all guidelines are followed.
9. No pets or animals shall be allowed in any buildings unless identified as service animals.
10. Activities are restricted to the areas of the facilities that are specifically approved at the time of the reservation. For the safety of children, they should stay with parents or adult supervision at all times. Please do not leave children unattended in another room or area of the building without supervision. Guests are reminded that others may be using the facilities simultaneously.
11. All set-up and use of equipment should be prearranged with staff or authorized persons who have been properly trained. Use of equipment other than that provided by NVBC is not permitted without prior approval. Bicycles, skateboards, tricycles, rollerblades, and wheelies are not allowed in any of the facilities.



# Facility Request Form Guidelines

527 Conklin Road, Jonesborough, TN 37659  
Phone:423.913.3802 Fax:423.913.2977

## New Victory Baptist Church Checklist for Clean-up

New Victory Baptist Church values the opportunity to allow other churches and community groups to make use of our facilities. In return, we ask for your courtesy in cleaning up after yourself or your group by following the checklist below. Please initial each item after completion and return list to the church secretary along with any keys you have used. Failure to follow this list could jeopardize future requests for building use.

**The Staff of NVBC shall not be responsible for tear down, clean up or setup of areas used for special events. This shall encompass all facilities and areas on church campus including worship area, fellowship areas and or any other area used for special events (i.e. weddings, showers, parties, etc...) It shall be the responsibility of those requesting the facilities to ensure completion of these tasks. These facilities are multi-purpose and require that they be maintained and setup according to regular use.**

1. (Prior to using the building, a representative of the group should arrange for access to cleaning supplies and equipment necessary for proper cleaning and setup of all facilities)
2. \_\_\_\_ Arrange rooms exactly how you found them unless directed otherwise.
3. \_\_\_\_ Empty trash cans. Trash should be taken outside and placed in dumpsters. If dumpster is full, you are responsible for taking the trash with you. Do not place anything on the outside of the dumpster. Please place new liners in can(s) used.
4. \_\_\_\_ Wipe down tables and chairs used.
5. \_\_\_\_ Vacuum and mop rooms and/or hallways as needed.
6. \_\_\_\_ Check restrooms used. (Flush toilets, wipe down sinks and mirrors.)
7. \_\_\_\_ If nursery used please see specific guidelines posted in nursery.
8. \_\_\_\_ If Kitchen used please see specific guidelines posted in kitchen.
9. \_\_\_\_ Place all equipment (i.e. tv/vcr, projectors) in its proper location as identified by NVBC.
10. \_\_\_\_ Return tables, chairs, or any other items back to proper location as identified by NVBC.
11. \_\_\_\_ Turn off all lights and be sure doors are locked as you leave unless directed otherwise.
12. \_\_\_\_ Sweep Gym floor with dust mop after use.