

## **LAKESIDE BAPTIST CHURCH FAMILY LIFE CENTER GYM/FLC RESERVATION REQUEST FORM**

**The Lakeside Baptist Church Family Life Center is available on request by church members and outside groups for special occasions such as parties, practices, and special events. The following policies and fee schedule applies to the reservation and use of the Family Life Center.**

The Family Life Center is a ministry of Lakeside Baptist Church. Priority for scheduling events in the Family Life Center will be given to church ministries. When requests are submitted for other events, the following expectations apply:

1. A non-refundable payment in full is received through the recreation office prior to the event. Checks need to be made to Lakeside Baptist Church for Student/Recreation Ministries. (A fee schedule is highlighted on the back of this form.)
2. Ample time should be allowed for requests to be processed. Requests should be made no less than two weeks before an event and no sooner than two months before an event. Requests are taken through the church calendaring process for approval.
3. Individuals/groups requesting an event will be notified one week after their request of approval/disapproval. The church reserves the right to approve/disapprove FLC usage as it sees fit.
4. Individuals and groups using the Family Life Center are expected to abide by the standards of the FLC. The core expectations include:
  - A. These basic "NO'S": No alcohol/tobacco products on the premises; No vulgar language; no fighting; NO destruction of FLC property; and NO item that could be considered a weapon.
  - B. Modest dress is the expectation. Shirts and tasteful shorts/pants should be worn at all times.
  - C. Items brought into the FLC for practices/groups such as basketballs, cake plates, utensils, etc. should be labeled in advance.
  - D. Guest speakers and entertainers; large items such as moonwalks; and birthday party plans need to be a part of the approval process. (See Back.)
  - E. A five to one ratio (or better) is required for all groups with children under the age of 10. A seven to one ratio is required for all groups between the ages of 10 and 18.
  - F. The Fitness Room is not available for use by visiting/outside groups.
5. Events are expected to end on time. Groups that stay over their scheduled end time will be charged for additional use OR will lose future privileges in the FLC.
6. Groups are expected to clean up after themselves.
7. Groups are expected to be courteous to others encountered in the FLC, including FLC staff.
8. Lakeside FLC has access to tables, chairs, towels, ice, basketballs, and gym equipment. These items should be requested in advance. Lakeside FLC **does not** provide paper products, access to the kitchen, or kitchen utensils.
9. The individual requesting the event is expected to be present throughout the event.
10. Party use includes full use of the Game Room area and ½ court of the gym.
11. Preference in scheduling is given to church members. All other requests are treated on an availability basis. (Connection to relatives or friends in the church does not influence or affect the approval process.)
12. The Fitness Room is not closed to FLC members and guests during regular FLC operating hours for outside special events.

(OVER)

# LAKESIDE FAMILY LIFE CENTER

## FEE SCHEDULE

The following charges apply to *approved* Family Life Center usage:

1. Basketball practices for outside groups (schools, churches, etc.)..... \$25 per hour (half court).
2. Additional ½ hour charge for practice ..... \$15 per hour (half court).
3. Birthday or other parties on Saturdays from 10 a.m. until noon, OR during regular operating hours for two hours.
  - A. Church members..... \$30
  - B. Non-Members ..... \$50
4. Birthday or other parties outside of operating hours (an FLC staff member must be on premises).
  - A. Church members .....\$50
  - B. Non-Members .....\$75
5. Any party/event with 50 or more participants ..... Additional \$25
6. Full court gym use (per hour)..... \$75
7. Full court gym use (evening/after hours) ..... \$200
8. Full court gym use involving meals, banquets, and set up of tables/chairs .300
9. Game Room Only (for meetings, etc.) .....\$20/hr.
10. Clean up charge (FLC/LBC staff cleans up after event) ..... \$25/\$50

## REQUEST FOR EVENT

Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Time of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Numbers (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

Primary Age of Participants: \_\_\_\_\_

Items Needed for Event (circle all that apply): Tables # \_\_\_\_\_ Chairs# \_\_\_\_\_

Basketballs # \_\_\_\_\_ Playground Balls # \_\_\_\_\_ Ice Other # \_\_\_\_\_

Please list any additional items, guest entertainers, etc. you would like to bring to your event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Responsible Party (*I have read and understand the expectations and fee schedule. I realize my payment is due before my event begins.*)

\_\_\_\_\_