

First Baptist Church

Mission Center Policies

REVISED June 2018

Welcome to First Baptist Church Del Rio, Texas! We are pleased God has provided us the opportunity to offer our facilities to you in assisting your group to advance God's kingdom in the middle Rio Grande region. The following is a brief explanation of our building and some policies we have in place. Upon arrival you may pick up a set of keys for the Mission Center at the church office during regular business hours or if after hours with the Mission Committee Chairperson.

Please be aware that other groups may be staying with us.

Try to keep the noise level down as not all groups come and go at the same time.

Kitchen:

Pots, pans, utensils, flatware and other such items are provided, but you will need to furnish your own paper products such as towels, napkins, plates, toiletries, dish soap, trash bags etc. Please do not remove any equipment from church grounds without permission. With the availability of washers and dryers, we ask that you launder the towels used from the kitchen.

Sleeping Quarters:

We have designated the larger (left/north) side of our Mission Center for men, and the Easterling Chapel (right/south) side for women. There aren't any co-ed bunks. We have posted signs on the doors as a friendly reminder. You will also need to provide your own sheets and blankets. In the event that you are sharing the facility with another team, please be prepared by bringing your own sleeping bag/air mattress.

Attire:

Appropriate attire must be worn at all times. Please remember to dress and maintain modesty. We ask that while you are here, including the common sleeping areas, that you are properly clothed. No swimwear should be worn on property. Shirts must always be worn. When in doubt, always err on the modest side, remembering that this is a church and not just a dormitory.

Showers:

We currently have built a new shower house that has 8 new showers & 8 new toilets as well as a washer and dryer on each side of the Mission Center. The washer and dryer are available for your use. We ask that you please do not overload the washers or dryers. Be sure to clean the filters in the dryers after each load. We ask that you keep all bathrooms clean and tidy during the day as we have activities that members use these facilities during the day. Be sure to check both before departure to make sure that they are free of any personnel products as we are not responsible of any lost items.

Cleaning Supplies:

Each bathroom has been stocked with cleaning supplies. All other supplies that will be needed including brooms, mops and buckets will be available in the janitorial closets in hallway.

The security lights are on a master switch and set to remain on 24 hours a day. If this becomes a problem, please contact the church office or our Mission Committee Chair.

DO NOT ATTEMPT TO UNPLUG OR TURN THEM OFF YOURSELF.

A set of keys will be furnished for you when you arrive if you stay longer than one night. We ask that the facilities be locked anytime the premises are left vacant. If you are sharing the facility with another team and your team is the last to leave the facility for the day, please make sure all the doors are locked up. Please call the church office or the Mission Committee Chair at least 30 min. prior to arrival to give enough time to get to the church to open the doors.

Should any accident occur, equipment malfunction, or damage occur during your stay, please contact the church office or the Mission Committee Chair as soon as possible. We look forward to working with you

To prevent any conflicts and to ensure we are all on the same page, we have put together the following guidelines/checklist:

- The person who has signed the application will be the **PERSON IN CHARGE** and is responsible for returning the fellowship hall; mission centers boys and girls, JAVA (if used) and the kitchen back to order.
- If any items have been moved from one area to another, they **MUST** be returned to the original location.
- It is your responsibility to make sure that all bathrooms are clean on a daily basis.
Our facilities are used by church members as well as the community daily.
- The left refrigerator is for the use of mission groups. However, if you are in need of extra storage spaces please contact the church office or the Mission Committee Chair.
- No food or drinks will be allowed in the auditorium or chapel.
- There will be **NO ALCOHOLIC BEVERAGES, SMOKING, and DANCING OR GAMBLING** in any of our buildings.
- Please make sure that all blow dryers, curling irons, hair straighter, irons and any other electrical item are unplugged when not in use.
- DO NOT** set any air conditioner below 76 degrees; this includes the chapel, mission centers, fellowship hall or JAVA.

- We will make sure that all air conditioners (if needed) and the hot water heaters are turned on prior to your arrival. And upon your departure we will make sure that all air conditioners are off and the hot water heater is put in idle position when we do the departure walk thru.

Due to the fact that some groups leave during the early hours of the morning, we will do the departure walk thru the first morning following departure and a copy of the form will be mailed or e-mailed to you for your records. If any damages are noticed, we will take pictures and you will be billed for the damages to be repaired. Keys to the mission center must be turned in to the office or left on the counter in the fellowship hall.

We truly appreciate you keeping our Mission Center clean.

Failure to comply with these Policy and Procedures may result in the denial of future stays.

Group Rental Fee:

A \$75.00 NONREFUNDABLE DEPOSIT/CLEANING FEE WILL BE CHARGED WITH YOUR RESERVATION. THIS AMOUNT MUST BE PAID AT TIME OF RESERVATION.

<i>Number of people in group</i>	<u>AMOUNT PER DAY</u>
<i>1-4</i>	<i>\$40.00</i>
<i>5-25</i>	<i>\$10.00 per person with a max daily group fee of \$200.00</i>
<i>26-50</i>	<i>daily group fee of \$250.00</i>
<i>51-75</i>	<i>daily group fee of \$300.00</i>
<i>76-100</i>	<i>daily group fee of \$350.00</i>

TOTAL BALANCE MUST BE PAID BEFORE OR ON ARRIVAL DATE.

Contact Information:

Church Office: Mary Jones, Administrative Assistant (830) 775-7463
301 Avenue G, Del Rio, Texas 78840 Office Hours: 8:30 a.m. – 4:30 p.m.
Web: www.fbcdelrio.com Fax: (830) 775-8888 E-mail: office@fbcdelrio.com
Jimmy McDonald, Missions Committee Chairman (830) 282-5838

Facility Reservation Form

Today's Date:

Name of Church and/or Ministry:

Address:

City, State, Zip:

Phone:

Approx. Size of Group:

Arrival Date:

Approx. arrival time:

Departure date:

Departure time:

Contact Person/group leader:

Contact Phone:

Contact Email:

Please describe what your group will be doing, and how you plan to use our Facilities (worship services, workshops, overnight housing, etc.):

For Office Use Only:

Facility Usage (B/G)

Mission Center (M/C)

If you are interested in renting our facilities, you must complete the above form and return it to our office. Upon final approval, we will contact you with necessary information. Please note that our facilities are used often, so it is important to reserve them in advance.

Note: We respectfully ask you to understand that we are not a hotel, we are a church. Therefore, sometimes circumstances may arise where we need to use the facilities for ministerial purposes, even at last-minute notice. That being said, we reserve the right to refuse, cancel, or reschedule facility usage to anyone at any time, even if prior reservations have been made.

You may return this form in person, via email: office@fbcdelrio.com or via fax: 830-775-8888.

I have received a copy of these Polices and Guidelines and have had a walk thru and explanation with someone from First Baptist Church. And a copy of this form will be mailed or e-mailed to me following the Final Walk Thru by First Baptist Church. I also understand that this will be filed with my Reservation Form that is kept on file.

Date: _____

Contact Person/group leader name: _____

Signed: _____

Final Walk-thru Report:

Date: _____ Time: _____
