

Great Commission Center

GUIDELINES FOR BUILDING USE—*Buildings 1 & 2*

Due to multiple groups using the Great Commission Center each week, please stay within your assigned times. If you need to schedule other times to be on-site, these times must be approved and scheduled with the MBA Office.

General Facility Rules

SEE SECTIONS ON BUILDINGS 1 & 2 FOR SPECIFIC GUIDELINES FOR EACH FACILITY LOCATION

DOORS/KEYS: In order to keep our facility secure, please

- a) **DO NOT MAKE COPIES OR LOAN KEYS TO ANY OTHER GROUP**
- b) Keep doors closed during meeting times
- c) For security reasons, do not prop doors open during meeting, worship, or rehearsal times
- d) When your meeting is over, **LOCK ALL DOORS TO THE FACILITY**. Even if you know another group is coming in immediately after your meeting, for security and safety reasons, **LOCK ALL DOORS UPON LEAVING THE FACILITY**. The group behind you has keys and contact information for the MBA Staff members.

CHILD SUPERVISION:

- a) Children 17 & Under **MUST** be supervised by an adult at all times
- b) For safety reasons, **NO CHILDREN ALLOWED** in the balcony of the Green Memorial Chapel—**FOR ANY REASON**
- c) **NO CHILDREN** are allowed in the kitchen

FIRE ALARM/FALSE ALARM:

- a) GCC Fire Alarms are to be used in fire emergencies only.
- b) Should a false alarm be triggered for any reason, the following steps will be taken
 - 1) 1st Offense—Warning
 - 2) 2nd Offense—\$100 fee
 - 3) 3rd Offense—\$200 fee
 - 4) 4th Offense—\$400 fee

INCREMENTAL FEES

Please follow all cleaning guidelines. Failure to do so may result in a cleaning fee.

Damages to MBA property may result in repair or replacement fees.

NO-SHOW/CANCELLATION POLICY: Cancellations **MUST** be given to the office during normal office business hours, Monday—Thursday, 9 a.m.—5 p.m. MBA Office is closed every Friday.

- a) **Scheduled Events**—MBA must receive cancellation notice **48 hours in advance** during the above office hours. A failure to communicate a cancellation will result in a NO SHOW FEE

NO SHOW POLICY—Scheduled Events

- 1) A \$25 Fee will be charged at the 1st occurrence
- 2) Charges will increase with each subsequent occurrence of NO SHOW without prior cancellation

- b) **Overnight Lodging**—MBA must receive cancellation notice at least **1 week in advance** of your first night of scheduled overnight lodging stay

NO SHOW POLICY—Overnight Lodging

- 1) Security Deposit will be forfeited at the 1st occurrence
- 2) Charges will increase with each subsequent occurrence of Overnight Lodging NO SHOW without prior cancellation

WEATHER CANCELLATION: Ensure MBA has updated contact information at all times (email, phone, etc.)

- a) Weather will be monitored for safe conditions regarding travel, facility usage, and parking at the Great Commission Center (GCC)
- b) In case of inclement weather and unsafe conditions, the GCC facility and parking lots will be closed to all operations
- c) MBA staff will notify affected churches as early as possible if the GCC facility is deemed unsafe

Contact Todd Jones at (704) 473-0539 with any emergencies or facility concerns. If Todd is not available, call (704) 737-7770

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PARKING: Our parking areas are as follows

- a) GCC back lot
- b) Lot behind white house immediately across Hamorton from GCC
- c) Parallel park on church side of street only
- d) Overflow parking in International Center public parking lot (down the stairs from the GCC back lot)

FURNITURE/CHAIRS/MBA PROPERTY: MBA Property will be clearly marked

- a) Do NOT move property owned by MBA between buildings
- b) Chairs and tables in Building 1 remain in Building 1
- c) Chairs and tables in Building 2 remain in Building 2
- d) Rooms should be returned to original setup before departure

STORAGE: Due to limited space available, storage is limited at the facility

- a) If you do not regularly use the items at every meeting, please store items away from facility
- b) Large items must be stored away from the GCC, unless approved by MBA Staff
- c) If you have been assigned a cabinet for use, please use that space as needed

RESTROOMS: Alert MBA Staff immediately for the following needs

- a) Cleanliness issues—water, mud, other substances on floors or walls
- b) Replenishing soap, paper products, etc.
- c) If you notice a toilet or faucet is leaking or will not shut off, please **ALERT MBA STAFF IMMEDIATELY**
- d) **SHOWERS:** Shower curtains **MUST** remain inside shower tray (inside the step into the shower, not on the outer part of the shower step, as this leads to leaks and dangerous wet floors in the common areas)

SIGNS: Any signs not placed by MBA must be removed at end of meeting time

PESTS: If you see evidence of pests (rodents, wildlife, bugs, etc.) **NOTIFY MBA STAFF IMMEDIATELY**

CERTIFICATE OF INSURANCE (COI): MBA requires a copy of a church COI for our records

- a) Every church meeting regularly at the GCC should have a liability insurance policy through a reputable insurance company with Metrolina Baptist Association (MBA) listed as “additional insured” on the policy
- b) Each church must provide us with a copy of the COI that names MBA as “additional insured” on the policy

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BUILDING 1

The Great Commission Center is NOT a wedding venue.

GYM

- a) To turn on lights, use the single switch above the electric panel
- b) Ensure lights are OFF upon leaving facility—turn off at single switch above the electric panel
- c) ALL Food and Drink used in the facility must be cleaned up and disposed of properly
- d) Place refuse in garbage bags and dispose of them in the dumpster outside the gym
- e) Use rolling trash cans to remove the bags from the facility—**DO NOT DRAG TRASH BAGS ACROSS GYM FLOOR** (this prevents food & liquid spills on the grounds that would bring pests to our facility)
- f) Black chairs must be stacked together on the wall and end of gym away from the kitchen
- g) Chairs are to be stacked in a single layer (not 2 stacks deep) with at least 8 chairs per stack
- h) **ALL** tables must be stacked on the cart and stored against the wall
- i) Room dividers must be closed/folded and placed against the wall
- j) **SPORTS EQUIPMENT** must be put away in bins on top of cabinet in gym
- k) **NO SOCCER** play in gym. Caution must be used to prevent projector, lighting and ceiling damage. Soccer may be played in the Plaza Green area outside.

INCREMENTAL FEES

Please follow all cleaning guidelines. Failure to do so may result in a cleaning fee.

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KITCHEN—NO CHILDREN ALLOWED in the kitchen at any time

- a) Clean EVERYTHING! The goal is to leave the kitchen in a cleaner state than you found it
- b) ALL Food and Drink used in the facility must be cleaned up and disposed of properly
- c) Dispose of food and trash and remove from facility to the dumpster outside
- d) Ensure stove and dials are turned to OFF; pilot lights must remain lit
- e) Keep sink and drains clear of debris; remove and dispose of food from drain catch
- f) Clean countertops, sinks, stovetops and flooring after food preparation—**ensure all crumbs are swept clean from all surfaces in order to help prevent pest infestation**
- g) Due to limited supplies in the kitchen, **be prepared to furnish your own supplies for cooking and cleanup**
- h) **WASHER/DRYER**—use of the washing machine or dryer **MUST** have MBA Staff approval. **After use, leave the door and detergent tray to the washing machine open to help air dry the drum and prevent mold and mildew buildup.**

ADDITIONAL ROOMS

- a) The Multipurpose Room is used for small meetings. Please set the room back to the original configuration after use
- b) The Childcare Room is used for infants and toddlers, as needed. Help keep the room safe by not adding any unsafe items that may cause choking hazards. Please also keep all safety mechanisms in place (plug covers, gates, edge/corner bumpers, etc.)

RESTROOMS: Alert MBA Staff immediately for the following needs

- a) Cleanliness issues—water, mud, other substances on floors or walls
- b) Replenishing soap, paper products, etc.
- c) If you notice a toilet or faucet is leaking or will not shut off, please **ALERT MBA STAFF IMMEDIATELY**

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GREEN MEMORIAL CHAPEL: Seating up to 400

- a) **NO FOOD OR DRINKS ALLOWED IN CHAPEL FOR ANY REASON**
- b) Churches using chapel for worship must have members attend sound technician training. Training will be given by MBA Staff before use of sound equipment is allowed.
- c) **Balcony is OFF-LIMITS to children ages 17 & Under. The balcony is only accessible to trained sound technicians**
- d) Balcony is not to be used as an overflow seating area
- e) Keep doors closed during events—DO NOT PROP DOORS OPEN FOR ANY REASON

SHOWERS

- a) Shower curtains MUST remain inside shower tray (inside the step into the shower, not on the outer part of the shower step, as this leads to leaks and dangerous wet floors in the common areas)

MECKLENBURG ROOM: Seating 70-80, depending on setup

- a) Seminars/Training seating up to 70 with seminar tables
- b) Worship Events/Gatherings seating up to 80 with chairs setup in rows
- c) Setup, tear-down and cleanup of events is the responsibility of event coordinator/group leader
- d) Chairs must be left stacked against the wall, 8 chairs high and 1 chair deep (do not store chairs 2 stacks deep)
- e) Food & Drinks are allowed in Mecklenburg Room. Cleanup must follow all basic cleanup rules (all trash/food/refuse in trash bags, removed to dumpster outside; ensure all food debris and crumbs are swept clean from ALL surfaces, including the floor, in order to prevent pest infestations; be sure not to leave any liquid spills on the flooring, tables or chairs)

GATHERING ROOMS 1 & 2: Seating 30-35, used for worship gathering and meeting space

- a) Please leave the room in a cleaner condition than you found it
- b) Take out any trash at the end of meeting times
- c) If you change the arrangement of the room, return it to the original state in which you found it at the end of meeting time

CHILDREN'S ROOMS 1 & 2: Safe meeting space for children's church/children's Sunday School

- a) Help maintain safe environment—do not bring in any items which may be choking hazards; do not remove any items which are in place for safety/childproofing
- b) After use, clean up and organize toys and spray toys and surfaces with Lysol; allow to air dry
- c) Remove trash at end of meeting and remove trash bags—including DIRTY DIAPERS—to dumpster outside
- d) If you notice a safety hazard, or have concerns about furnishings or items that may have been recalled for safety reasons, please notify MBA Staff immediately

CONFERENCE ROOMS 1 & 2:

- a) Use of space must be approved by MBA Staff

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- b) Food & Drinks are allowed in Conference Room. Cleanup must follow all basic cleanup rules (all trash/food/refuse in trash bags, removed to dumpster outside; ensure all food debris and crumbs are swept clean from ALL surfaces, including the floor, in order to prevent pest infestations; be sure not to leave any liquid spills on the flooring, tables or chairs)
- c) Trash (in bags) must be removed to dumpster at end of meeting/event

INCREMENTAL FEES
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WAR ROOM: A room set aside here at the GCC specifically for prayer use

- a) Meetings in this room are for prayer & counseling only; we have other facility space for general meetings

RESTROOMS: Alert MBA Staff immediately for the following needs

- a) Cleanliness issues—water, mud, other substances on floors or walls
- b) Replenishing soap, paper products, etc.
- c) If you notice a toilet or faucet is leaking or will not shut off, please **ALERT MBA STAFF IMMEDIATELY**

I have read, understand and agree with the above Guidelines for Building Use at the Great Commission Center.

Signature of Church/Ministry Representative

Date

Print Name

Name of Church/Ministry

MBA Staff Witness Signature

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