



**費斯可基督徒中國教會**

**FRISCO COMMUNITY BIBLE CHURCH**

10055 Warren Parkway, Frisco, TX 75035. Tel: (469) 362-5588 [www.FriscoCBC.org](http://www.FriscoCBC.org)

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### **FCBC Gym Reservation Rules & Guidelines**

#### **Eligibility & Purpose:**

1. Online reservations are available to FCBC members only and church mission related events will take priority.
2. All reservations must be for fellowship-related activities.
3. Non-ministry or non-mission related events should be limited to FCBC congregations and families only.

#### **Reservation Duration & Limits:**

4. A single reservation is for a maximum of 4 hours.
5. Recurring Events:
  - a. Events lasting 3 hours may be scheduled for up to 8 recurring instances.
  - b. Events lasting 4 hours may be scheduled for up to 4 recurring instances.
6. Each fellowship may only have one active recurring reservation for a given time slot. Conflicting requests will be placed on a waiting list.

#### **Post-Event Requirement:**

7. For sport events, the reservation owner must submit a signed liability waiver and attendance sheet for all participants to the Facility Team immediately following the event – for recurring events, one submission will be sufficient.

#### **Ministry Events:**

8. Ministry-related reservations require sponsorship from a pastoral staff member and approval from the Deacon Board.
9. To begin the approval process, the member must submit a ministry plan for review. Please note: This process can take up to two months, so plan accordingly.

#### **Sports Events:**

10. Sports event reservations may be scheduled weekly for up to two months.
11. No-Show Policy:
  - a. First Offense: A \$10 per hour fee will be charged and a warning will be issued.
  - b. Second Offense: All remaining reservations will be canceled, and the fellowship will be suspended from making new requests for two months.
12. Cancellation policy: For any reasons if the reservation owner would like to cancel a reservation, he/she will need to send cancellation request to [facilityadvisory@friscocbc.org](mailto:facilityadvisory@friscocbc.org).

#### **Submission Timeline:**

13. Requests for recurring reservations must be submitted 2 to 4 weeks before the proposed start date.



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## **FCBC Sanctuary Reservation Rules & Guidelines**

### **Eligibility & Purpose:**

1. Online reservations are available to FCBC members only and church mission related events will take priority.
2. All reservations must be for mission-related activities.

### **Ministry/Mission Events:**

3. Ministry-related reservations require sponsorship from a pastoral staff member and approval from the Deacon Board.
4. To begin the approval process, the member must submit a ministry plan for review. Please note: This process can take up to two months, so plan accordingly.

### **Musical Events:**

5. Musical event reservations may be scheduled weekly for up to two months.
6. No-Show Policy:
  - a. First Offense: A \$10 per hour fee will be charged and a warning will be issued.
  - b. Second Offense: All remaining reservations will be canceled, and the fellowship of the event owner will be suspended from making new requests for two months.

### **Submission Timeline:**

7. Requests for recurring reservations must be submitted 2 to 4 weeks before the proposed start date.

### **Post-Event Requirement:**

8. Put the lock back onto the front entrance door and take a picture to send to [facilityadvisory@friscocbc.org](mailto:facilityadvisory@friscocbc.org) (Facility Advisory Board) as a proof of job done.

### **Cancellation Policy:**

9. For any reasons if the reservation owner would like to cancel a reservation, he/she will need to send cancellation request to [facilityadvisory@friscocbc.org](mailto:facilityadvisory@friscocbc.org).