



# Celebration Room Policies



## Creation Station Celebrations

As a courtesy to all guests, parties are exclusively hosted in our Celebration Room, which members can reserve through our Preschool and Children's Ministry.

For more information, speak with a staff member or visit [bellevue.org/creation-station](http://bellevue.org/creation-station).

## These policies and procedures are subject to change without notice.

Our goal is to provide ministry excellence with intentional hospitality as we celebrate with you and your family. We also believe that teaching biblical truth is the primary goal of Bellevue Baptist Church. We look forward to celebrating with you in the days ahead.

## Celebration Room Reservation

### Bellevue Baptist Church

2000 Appling Road, Cordova, TN 38016

(901) 347-2000 | (901) 347-5510

[bellevue.org](http://bellevue.org)

Celebration Room reservations are for Bellevue members only. The reservation fee is \$150 (the fee will be applied to the expense of the celebration). The reservation fee is non-refundable unless a written notice of cancellation is provided within 10 days of the scheduled celebration.

Bellevue Baptist Church does not profit from the registration fee. The purpose of this fee is to provide necessary security, maintenance, technological assistance, culinary services, consumable supplies, etc. for your event. The cost related to an event may be waived at the sole discretion of the Office of the Pastor. At the time of the event request, the best calculation of cost will be provided.

## Celebration Room Reservation Process

1. Fill out the required registration forms at [bellevue.org/creation-station](http://bellevue.org/creation-station)
2. You will be contacted by Bellevue's Preschool and Children's Ministry to discuss your reservation request where you will finalize the details and date of your event. This important step must be completed before the date is reserved.
3. Once approved you will receive a confirmation email with information for your event, and how to submit payment.

## Celebration Room Policies

The Celebration Room at Bellevue is for private celebrations and must follow these policies and procedures:

- Scheduling events is subject to the availability of facilities as determined by the Bellevue calendar. Please follow the Reservation Process to request a date and time.
- The Celebration Room will be reserved on a first-come, first-served basis, and that information is noted at the top of your reservation page.
- Once the \$150 payment is made and your celebration is confirmed, you will receive a confirmation email.
- Please note: Bellevue has the right to reschedule any event booked in the Celebration Room or East Lobby Area. If Bellevue must reschedule your event, you will receive a phone call and an email discussing the needed changes. Bellevue is a church ministry for our membership, and at times, unforeseen conflicts may arise.
- Your celebration can be scheduled for up to two hours. Failure to adhere to the assigned time expectations will result in additional fee requirements. These fees will be received on the spot in cash. Failure to comply will result in a personal meeting with a member of Bellevue's Security staff located in the East Lobby. Please note: A 30-minute grace period is allotted for set-up and break-down before and after the scheduled event time.

- For your celebration, Bellevue will provide the following:
  - o A large meeting room with table and chair options for adult and/or children
  - o Restroom and trash accommodations
  - o Room clean up and sanitization—guests are expected to remove personal items and decor they provided for the celebration.
- A Celebration Host will be provided to assist with your party. This person will serve as a host to you and a liaison to the Bellevue staff.

This person will ensure all facility needs are met and the celebration stays on schedule. The host has the authority to put an end to any questionable activity or concerns that may occur during your celebration.
- Parents are responsible for all children attending the celebration, including those playing on the play structure.
- The use of alcohol, tobacco, drugs, and/or vaping pipes is prohibited at all times.
- The use of helium-filled balloons is only allowed in the Celebration Room.
- Check-in for the Celebration Room is located near the East Lobby entrance door near the café.
- For additional questions, please call (901) 347-5510.



# Celebration Room Policies

[bellevue.org/creation-station](http://bellevue.org/creation-station)



Bellevue Baptist Church's facilities may not be used for activities that contradict or are inconsistent with its beliefs as expressed in the Southern Baptist Convention's most recently adopted statement of faith. A copy of the Baptist Faith and Message will be provided on request or can be accessed online at [bfm.sbc.net](http://bfm.sbc.net).

I (the User) affirm that:

I understand that Bellevue Baptist Church (hereafter referred to as the Church) does not allow its facilities to be used in a way that materially conflicts with the Church's beliefs. To the best of my knowledge, the purpose for which I am requesting the use of the Church's facilities will not contradict or are not inconsistent with the Church's faith and beliefs, and I commit to promptly disclose any potential conflict of which I am aware or become aware of to the Church staff. I understand that the Church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Office of the Pastor's approval, which is conditioned in part on my agreement to the requirements in the Celebration Room Policy. I understand that I will be responsible for any damages to the Church facilities resulting from this proposed use of facilities. I understand that the Church believes disputes are to be worked out between parties according to Matthew 18 and 1 Corinthians 6, without recourse to the courts. Accordingly, I agree to attempt resolution of any disputes through Christian mediation.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# East Lobby Policies and Procedures



## Creation Station Celebrations

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## Play Structure

1. All children must be accompanied by a parent or guardian before entering the play structure, and the parent/guardian must be present for the duration of time the child is on the play structure.
2. The Preschool and Children's Committee will determine the hours of operation for the play structure:

### Monday–Wednesday

9:00 a.m.–7:30 p.m.

### Thursday

Closed for Cleaning

### Friday–Sunday

Available by Reservation for Bellevue Members

*\*\*General policy to close the play structure during church programming applies throughout the week.*

3. Special hours of operation will be determined by the Preschool and Children's Ministry staff. These special operating hours must be posted at all entrances to the play structure using Bellevue-approved signage.
4. If a child is sick, they will be asked to refrain from entering the play structure. If a child gets sick while on the structure, he/she will be asked to exit immediately. Depending on the level of sickness, the play structure may be closed temporarily for cleaning and/or sanitizing purposes.

5. Entrance to the play structure may be denied or rejected due to capacity, negative past experience, inappropriate behavior, and/or failure to obey and follow the suggested policies and rules.
6. The play structure may be closed at any time for any reason regardless of notice.
7. All rules and regulations must be followed by all who participate in activities related to the Creation Station and the toddler play space.

## East Lobby Café

1. Opening and closing hours are determined by Facilities, Food Service, and Preschool and Children's Ministry and posted accordingly.
2. Menu items must be approved by the Food Service department of Bellevue.
3. Menu item changes can be suggested by attendees and visitors but can only be approved by the Preschool and Children's Committee, Food Service staff, or Office of the Pastor staff.
4. All concerns and/or complaints must be provided in written form (email, text, letter, etc.) suggesting consideration of needed change(s).
5. Office of the Pastor, Food Service staff, and Preschool and Children's Committee members will determine all menu item pricing.

6. The Food Service staff will determine the varied serving sizes of all items.
7. Café staff will be employed and supervised by the Food Service staff.
8. Café staff, employees, and volunteers will conduct themselves as professionals and will follow the Mission and Vision of Bellevue.
9. Sales will be direct to anyone who has cash or credit.
10. Hot beverages may not be sold to children ages 12 and under.

## Parking Lot

1. All parking spaces are open and are used on a first-come, first-served basis, unless otherwise noted.
2. All handicap parking spaces are to be used for automobiles with proper handicap tags visible.
3. Bellevue Baptist Church will not be held responsible for lost or damaged personal property as a result of parking a vehicle on the church property.



# East Lobby Policies and Procedures

bellevue.org/creation-station



## Posted Rules and Regulations

### Toddler Play Room

- Children three years old and younger are allowed to play in this area.
- Toddlers must be supervised by a parent or guardian at all times.

### Play Structure

- No climbing or playing on the outside of the play structure.
- Sick children will not be permitted on the play structure.
- Children must be supervised by a parent or guardian at all times while playing on the play structure.
- No running.
- No food, drinks, gum, or candy allowed on the play structure.
- No toys or outside items allowed on the play structure.
- Please notify staff of any problems or concerns related to the play structure.

### Slide Rules

- Slide one at a time, in the forward, seated position, feet first.
- Do not slide with others on your lap.
- Do not climb on top of the slide.
- Do not push.

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*Note: For the safety of you and your child, in the event of an evacuation, all attendees will be asked to follow the evacuation plan and processes that are in place. Bellevue staff and Security will direct the evacuation plan.*