



GRACE Building Policies and Procedures

bellevue.org/recreation

GRACE Building (Gym) Celebrations

As a courtesy to all guests, parties are exclusively hosted in either Gym B or Gym C, which members can reserve through Recreation Ministry. For more information, speak with a staff member or visit bellevue.org/recreation.

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.

GRACE Building Reservations

Bellevue Baptist Church
2000 Appling Road, Cordova, TN 38016
(901) 347-2000 | (901) 347-5285
bellevue.org

Gym reservations can be made by Bellevue members only. The reservation fee is \$150 (the fee will be applied to the expense of the celebration). The reservation fee is nonrefundable unless a written notice of cancellation is made within 10 days of the scheduled celebration.

Bellevue Baptist Church does not profit from the registration fee. The purpose of the fee is to provide necessary security, maintenance, technological assistance, culinary services, consumable supplies, and similar services 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.

GRACE Building Reservation Process

1. Fill out the required registration forms at bellevue.org/recreation.
2. You will be contacted by Recreation Ministry to discuss your reservation request, and you will finalize the date and details of your event. This step must be completed before the date is reserved.
3. Once your reservation is approved, you will receive a confirmation email with information about your event and how to submit payment.

GRACE Building Policies

Bellevue's GRACE Building may be used for private celebrations, but the policies and procedures below must be followed:

- 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 GRACE Building 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 reservation fee is paid and your celebration is confirmed, you will receive a confirmation email.
- Bellevue has the right to reschedule any event booked in the GRACE Building. If Bellevue must reschedule your event, you will receive a phone call and an email discussing the needed changes. Bellevue is first and foremost a ministry, 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 due on the spot in cash. Failure to comply will result in a personal meeting with a member of Bellevue's Security team in the GRACE Building lobby. (Please note: A 30-minute grace period before and after the scheduled event time is allotted for setup and teardown.)
- For your celebration, Bellevue will provide the following resources and services:
 - One court with two tables for food and gifts
 - Restroom and trash accommodations
 - Room cleanup and sanitization (guests are expected to remove personal items and any decorations they brought 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 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 in other areas of the GRACE Building.
- The use of alcohol, tobacco, drugs, and vaping pipes is prohibited at all times.
- Check-in for the GRACE Building is located at the front desk in the lobby.
- If you have additional questions, please call (901) 347-5285.



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Gym B and Gym C Policies

- All children must be accompanied by a parent or guardian while in the Gym, and the parent or guardian must be present for the duration of time the child is in the Gym.
- The Recreation team determines the hours of operation for the GRACE Building. Operation hours are posted on signs outside the building and can also be found at bellevue.org/recreation.

Schedule

Monday, Tuesday, and Thursday

6:30 a.m.–8:00 p.m.

Wednesday and Friday

6:30 a.m.–5:00 p.m.

Saturday

8:00 a.m.–Noon

Hours available for celebration reservations:

Saturday | 1:00–5:00 p.m.

**The general policy to close the GRACE Building during church programming applies throughout the week.*

Parking Lot

1. All regular parking spaces are open and are used on a first-come, first-served basis unless otherwise noted.
2. All handicap parking spaces are to only be occupied by automobiles with proper visible handicap tags.
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.

GRACE Building Guidelines

- Bellevue members ages 16 and up must check in at the front desk.
- Members can check in one guest who is also 16 or older upon arrival.
- Members under 16 must be checked in and supervised by a parent or legal guardian.
- No one under 14 years old is allowed upstairs.

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 upon request or can be accessed online at 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 GRACE Building 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 (Printed) _____

Signature _____

Date _____