

Policy for Facility Use for Volunteer Teams

Thank you for considering serving in our community and our city. We are delighted to house your team at Bartlett Baptist Church. We do ask that you agree to the following guidelines to help ensure you have a great stay, and we're able to maintain an excellent level of stewardship with our building and our reputation.

Our team will agree to the following:

- We will have gender specific sleeping quarters and will not have co-ed sleeping arrangements. In other words, men will sleep in rooms designated for men, and women will sleep in rooms designated for women.
- Our team will refrain from the use of alcohol, tobacco products, and drugs while on our campus.
- Our team will clean up after ourselves as we use the facilities provided. These areas would include but are not limited to sleeping rooms, bathrooms, the kitchen, and eating areas. Our team will also only stay in areas that are designated for our team.
- Your team does have access to our kitchen and is welcome to use basic kitchen supplies (utensils, pots/pans, refrigerator, freezer, cooking tools, etc.), but we do ask that you bring your own paper supplies for meals and that you designate a person to be trained to use our kitchen equipment.
- There is no fee for your stay at Bartlett Baptist Church. However, if there are damages to the building or its furnishings, your team will be held responsible to pay for repair or replacement of the damage in question.
- More than likely, your team will not be the only people in our building (staff members, church members, vendors, etc). Please do not leave any personal items in the bathrooms, eating areas, or kitchen. All personal belongings will be secure in the sleeping rooms provided.
- If for any reason you have a facilities need, (air conditioning, plumbing, malfunction of equipment) please do not fix yourself but contact our Facilities Manager, Chris Cara at 901-848-4032 or Missions Pastor, Jason Miller at 901-451-1704.

Team Representative Signature

Date