



## **Guidelines for reserving the ROC facility**

You are a guest of Parkside Baptist Church Recreation Outreach Center. You are responsible for the care of our Recreation / Sports Facility during your use. This includes cleaning and putting everything back into the shape in which you found it. Damage to the building or equipment must be paid for.

One week before your event, please re-check the date, the time, and the other arrangements which have been confirmed. If there is any change whatsoever, including a cancellation, you are responsible for notifying the office at 903-465-1686 at least one week in advance.

You will be restricted to the use of the areas which you have reserved. Other areas will be off-limits.

All policies and regulations for the building will be strictly kept. A copy is attached

Smoking is not allowed in any part of the building or outside the church building.

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