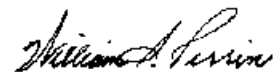


Clarkston International Bible Church's

Guidelines for Mission Groups

1. Buses used to transport Mission Groups to **CIBC MUST NOT BE LEFT IDELING** in the parking lot for periods over 20 minutes, which will be for unloading and loading the group upon arrival and departure. There are several residents on Rogers Street with respiratory problems. Breathing the diesel fuel causes them severe medical problems. Mission vehicles are to be parked in the large CIBC parking lot. Parking on Rogers Street is prohibited.
2. Check-out keys will be assigned to a responsible member of your party and are to be returned at the end of your visit. Keys are not to be given to anyone outside of your Mission Team.
3. Chaperones are to familiarize themselves with the locations of all telephones, exits, fire alarms, and fire extinguishers.
4. Chaperones need to check outside doors and window latches on a regular basis especially immediately after hosting city youth in basketball camps, cheerleading camps, etc. We have had problems in the past with participants propping doors open in order to return at a later time.
5. Chaperones, trust your instincts. If something seems strange or out of the ordinary, do not hesitate to call the police. For your information, the Clarkston police department is located on the left at the end of our block, just past the Methodist church. Dial 404-292-9465 to reach them. If no results, call 911. You are in the Christian Life Center at Clarkston International Bible Church / 3895 Church Street / Clarkston, GA 30021 / 404-296-6483.
6. Do not set thermostats! Either place them "ON" or "OFF".
7. Due to the area in which we are located, it has become necessary to install a security system for our office. While it is only natural to want to be helpful, please instruct everyone in your group not to bring people from the community up to the office. They are to press the buzzer and talk to the secretary for entrance.
8. Mission Teams are responsible for their own housekeeping. Bathrooms are to be maintained properly. All areas are to be kept neat and orderly. Trash must be emptied daily. Spills must be cleaned immediately.
9. Boys and girls are to have separate sleeping arrangements in either the dining room or the game room.
10. Youth must stay in public areas and not be allowed to leave unattended or to go into secluded rooms.
11. Remember that we minister to underprivileged children. Keep all money and valuables in a locked location. Do not assume they will be safe just because you are at a church. **CIBC is not to be held liable for missing or stolen objects.**
12. Do not move property from its original location without prior permission. After obtaining permission, please put the property back in its original location.
13. **Youth are not to use messy solutions to play pranks on their team members while they are sleeping.**
14. Hanging on any basketball nets or rims will result in immediate removal from the building.
15. No kickball or football is to be played in the gym area. Hitting balls to the ceiling is not allowed.
16. **Resetting the alarm:** on an unauthorized pulling of a fire alarm, an automatic charge of \$50.00 will be assessed.
17. The only tape authorized for hanging items on the walls is Scotch cellophane tape.
18. No kind of tape is authorized to be put down on the Gym floor.
19. The Pantry in the Kitchen is to remain locked unless in use by CIBC Kitchen personnel.
20. Rules are strictly enforced for the safety of all participants.
21. **Any damage incurred to the property of CIBC will be billed to your home church.**
22. A Certificate of Liability from your church's insurance company must be on file with CIBC. **It must be received before your arrival.** You may mail it to us at 3895 Church Street / Clarkston, GA 30021 or fax it to us at 404-296-3902. **Pat Maddox (Friends of Refugees) is required to state on the Event Plan Sheet that the incoming mission group has insurance.** A copy of the Certificate of Liability will be attached to the Event Plan Sheet.
23. A fee of \$6.50 per person, per night is necessary to cover the additional utility, maintenance, and janitorial costs. If the group stays at another location and only uses CIBC facilities during the day, then a one time fee of \$10.00 per person will be charged for utilities and wear and tear on the building. **All fees are to be paid on or before the day of your departure.** Checks are payable to Clarkston International Bible Church.
24. Remember that you are in God's house. Treat it with the proper respect and conduct yourselves accordingly at all times. Rambunctious behavior is not allowed. Running is only allowed in the gym.

Thank you for your willingness to come minister in our community. God has truly brought the world to Clarkston. Missionaries need no passport here! We pray that God's love will be demonstrated in a very tangible way to the people of Clarkston. God bless you!



William S. Perrin
Chairman, Elders

I have read and understand these guidelines.

Date: _____

Name of Incoming Church or Organization: _____

Signature of Mission Leader: _____