

Jamestown Baptist Church

FACILITY USE REQUEST FORM FOR JBC MEMBERS

ALL fields MUST be filled in completely.

Internal Use Only (yellow)	
Janitor	_____
Soundroom	_____
Wall Calendar	_____
Website Calendar	_____
\$25 Rcvd.	_____
Request for Check	_____

Today's Date ____/____/____

Event Date(s) ____/____/____ to ____/____/____ Set up Date(s) ____/____/____ Time _____ am/pm

Event _____

Person Responsible _____ Phone Number _____

Church Function Life Group Youth Function Family Gathering Other _____

***A custodian will contact you one week prior to your event for final instructions.**

Facility is not available more than 4 hours prior to event unless special arrangements have been made.

Event Day(s) S M T W Th F S (Circle days that apply.) Number of People Expected _____

Event Start Time __:__ am/pm Your Arrival Time __:__ am/pm Event Over By __:__ am/pm

Area(s) Requested: Auditorium Atrium Gym Big Kitchen
 Youth Room Classroom #'s _____ Other _____

Are you requesting custodial services? Yes No **If yes, additional fees may apply unless it is a church event.**

Check & mark how many items you need: Do you have a key to the church: Yes No

Rectangular Tables _____ Round Tables _____ Chairs _____ Coffee Pot _____

Rect. Linen Tablecloths _____ Round Linen Tablecloths _____ (These are reserved for weddings & other formal events only)

Audio/Visual Needs: Sanctuary Sound System Gym Sound System Power Point
 TV/DVD Unit (for classroom) Microphones: ____ Sanctuary ____ Gym
 Projector (for gym) Other _____

\$50 Set-up Fee for any Sound/Technology needed (This applies only to non-church sponsored events)

Non-Church Events: Two separate checks are needed!

\$25 Charge (include with this form) *to cover rising costs of supplies & utilities.*

\$100 Deposit (include with this form) *you'll receive the deposit back if rooms are clean & undamaged.*

Life Groups and other JBC Church Groups:

There is no fee for church functions, however:

- **YOUR GROUP** is responsible for setup, cleanup and putting things back as originally found.
- Use of janitorial staff or soundroom staff may require additional fees.
- If event is on Saturday, see the following guidelines for responsibilities.

Approved by Board of Deacons: Signature: _____ Date: _____ (OVER)

Jamestown Baptist Church

FACILITY USE REQUEST FORM FOR JBC MEMBERS

GENERAL GUIDELINES: The intent of this policy is:

- To ensure that our facilities are treated with the utmost care, so that it will be a useful and efficient meeting place for many years to come – to the glory of God.
 - To make as little work as possible for others in cleaning, upkeep, and repairs.
 - To establish how, when, by whom, and at what cost (if any) the facilities may be used.
1. Use of the facilities is not to conflict with or in any way jeopardize the regular services or scheduled events of our church. The facilities are offered for use on a first-come, first-serve basis. Recurring events are subject to change or cancellation if a special service conflicts with one of the recurring dates. Regular church attendees may reserve the church up to one year in advance.
 2. Pastoral staff & Life Group leaders will have preference to schedule events through the first quarter of the year. Then they must schedule based on what is on the calendar.
 3. Any person or group using the facility must have a responsible adult who is at least 21 years of age IN THE ROOM (recommended 25 years old).
 4. The facility is to be left as it was found (properly cleaned and organized), unless arrangements are made in advance. An added maintenance fee will be charged if the facilities are not cleaned and set up as they were found (at \$12.00 per hour). Your access to rooms is limited to those specified on this form. ALL other rooms are OFF limits. PLEASE keep children out. Other rooms have already been cleaned, and you may be charged for re-cleaning.
 5. Paper goods are for church use only. **Family events must provide their own paper goods.** The kitchen is to be left *clean*, including dishes and counters.
 6. **To ensure adequate time is allowed to prepare the facility for the Sunday morning service, all parties are asked to be out of the facility by 7:00 pm on Saturday evenings (unless provisions have been made). After 7:00 pm, you must clean rooms for Sunday morning services (if applicable).**
 7. All electrical and mechanical equipment (audio-visual equipment, temperature controls) is to be operated by church personnel only. Audio-visual equipment **MUST** be operated by sound techs only.
 8. **Alcoholic beverages are not** permitted on church property. **Tobacco use or alternatives will not** be allowed on church property. **Dancing at weddings** must be limited to the couple's first dance and father-daughter and/or mother-son dance. Entertainment must be in keeping with the generally recognized practices of this church. (Ask if not sure).
 9. No activity which is contrary to our Articles of Faith will be permitted on church property.
 10. Permission is required to put up decorations. Pianos, organ, keyboards, drums, or other furniture must be moved by church personnel only. Do not use thumbtacks, nails, etc. to fasten items to walls or furniture without prior approval. No screws, nails, or other items may be attached to sound board on upper gym walls. There are bolts in the walls for hanging purposes at the top of the concrete portion.
 11. **NO red punch or juice may be served. NO peanuts or peanut products** may be brought into the church.
 12. A janitor will contact you at least one week prior to your event to arrange opening/closing of doors.
 13. **Request for Facilities are to be made at least two weeks in advance** (preferably more).
 14. This Request Form may be revoked at any time by the board of Jamestown Baptist Church even after approval.

Violation of these guidelines may result in forfeiture of the deposit and additional fees may be imposed.

The person or group using the facility shall save and hold blameless Jamestown Baptist Church from any and all liabilities or responsibilities arising from an incident in the use of the facility, it being understood and agreed that the church assumes no obligations respecting the usage of the premises by the person or group. Evidence of satisfactory liability insurance may be required.

Person Responsible of group using the facility is responsible for all damages. (Signing this form shall constitute an agreement to reimburse the church for any damage.)

I have read and agree to all the terms of this Facility Use Request Form:

Signature of Contact Person: _____ Phone #: _____

Person Responsible received copy of this form?