



## BUILDING USE APPLICATION - CHURCH FUNCTION

### STATEMENT OF POLICY

All uses of the facilities of Jenison Bible Church (JBC) must be in harmony with the Statement of Faith of JBC. Use of any ministry facilities will not be granted to persons or groups who hold or attempt to further beliefs or practices that conflict with the ministry's Statement of Faith, as determined in the sole discretion of the pastor, ministry director or his designee. Persons who enter into a written agreement to use the facilities of JBC must acknowledge and affirm their understanding of this Statement of Policy.

We wish to use the church building for: \_\_\_\_\_ (event).

Event Representative: \_\_\_\_\_

Event Date: \_\_\_\_\_

Ministry: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**No need to fill out the following if this info is contained and correct in the JBC church directory.**

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### Rooms we will be using:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Meeting Place (N-104-N-105)  | <input type="checkbox"/> West lower fellowship hall | <input type="checkbox"/> Council Room (W-201)         |
| <input type="checkbox"/> Prayer Meeting (N-106-N-107) | <input type="checkbox"/> West lower kitchen         | <input type="checkbox"/> Tower Room (W-202)           |
| <input type="checkbox"/> North Kitchen                | <input type="checkbox"/> Youth Area                 | <input type="checkbox"/> Jr. High Boys' Room (W-207)  |
| <input type="checkbox"/> Sanctuary                    | <input type="checkbox"/> Outdoor Facilities         | <input type="checkbox"/> Jr. High Girls' Room (W-208) |

☐ Other building / grounds areas \_\_\_\_\_

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**Dates/Times Details:**

Rooms **reserved** (including set-up time, tear down time, etc.) – nothing else scheduled in these rooms:

From: Date/Time: \_\_\_\_\_ To: Date/Time: \_\_\_\_\_

Rooms **occupied** (including set-up, tear down) –heating & a/c needs to be active.

(If same as above, leave blank):

From: Date/Time: \_\_\_\_\_ To: Date/Time: \_\_\_\_\_

Event **happening** (Publicize this information for attendees. If same as above, leave blank):

From: Date/Time: \_\_\_\_\_ To: Date/Time: \_\_\_\_\_

**Details:**

Do you need the church's guest wireless network available during your event? ( ) Yes ( ) No

Should we reserve tables & chairs for this event? \_\_\_\_\_ # Tables \_\_\_\_\_ # Chairs  
(JBC owns 28 white, rectangular tables, and 11 round tables)

We request the use of JBC's table linens: ( ) Yes, # oblong \_\_\_\_\_ # round \_\_\_\_\_ ( ) No

We need the use of a sound system: ( ) Sanctuary ( ) The Meeting Place ( ) Other ( ) No

We need the use of a video system: ( ) Sanctuary ( ) The Meeting Place ( ) Other ( ) No

We will require a code to open the building\*\*: ( ) Yes ( ) No

**\*\*If yes, please call or email the church office one week prior to your event to have a code assigned to you.**

Comments and/or special conditions: \_\_\_\_\_  
\_\_\_\_\_

**By signing and dating this agreement below, the undersigned acknowledges that they have read it and agree to be bound by its terms.**

Event Representative:

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* The person who signs this form is the person who is responsible to make sure the building is completely locked up & secure following the event.

**Please see next page to provide publicity information for your event**

## PUBLICITY INFORMATION

Please help us prepare to publicize your event by completing the information below. Our standard practice for promoting ministry events is through the church newsletter through a "save the date" (8 weeks prior), a detailed announcement (4 weeks prior). Facebook & Website posts begin 4 weeks prior to the event.

### ***Bulletin Announcement (4 weeks prior):***

Please list the facts below you want included:

Please check to make sure you have listed the actual event date & time on the front of this form.

Where will this meet? \_\_\_\_\_ Is there a cost? \_\_\_\_\_

Who is invited? \_\_\_\_\_

Please note any volunteer needs below:

\_\_\_\_\_  
\_\_\_\_\_

Do you wish a response? If so, how should people respond? (check all that apply)

☐ Email to: \_\_\_\_\_

☐ Email to: \_\_\_\_\_

☐ Other: \_\_\_\_\_

### ***Facebook Post (4 weeks prior): ( ) Yes ( ) No***

Please create your own graphic, and email us a JPG (1000 x 400 pixels) and email to [office@jenisonbible.org](mailto:office@jenisonbible.org) at least 5 weeks prior to my event

### ***Website post (4 weeks prior): ( ) Yes ( ) No***

You may create your own graphic, and email us a JPG (1000 x 400 pixels) and email to [office@jenisonbible.org](mailto:office@jenisonbible.org) at least 5 weeks prior to my event

#### **For Office Use Only - Processing this form:**

- ☐ \_\_\_\_\_ Administrator check calendar and initial
- ☐ \_\_\_\_\_ Janitor double check, and initial
- ☐ Add to calendar
- ☐ Original filed in office binder
- ☐ Notify IT team if wireless needed

- ☐ Copies to:
  - Linda Bouma (Box 25)
  - Diane Blok (Box 26)
  - A/V Committee (Box 27)
  - Bulletin file (if announcement is desired)
  - Nancy Skoglund (if facebook or web requested)

Sound Operator (if required) \_\_\_\_\_  
Video Operator (if required) \_\_\_\_\_

Duty Deacon (if required) \_\_\_\_\_

## Cleaning to be done following a church function:

### **We will obey the following listed requirements:**

1. The applicant will handle the arrangement, rearrangement and/or storage of all church furniture and decorations moved during the event.
2. The applicant will not hold JBC responsible for any equipment and/or personal property, which is lost, stolen or damaged during the event.
3. The applicant will be responsible to fully clean area(s) of the church used after the church is cleaned for the week (Friday night or Saturday cleaning list below).

### **Cleaning to be done following all events:**

1. Vacuum any and all areas that were used. (Vacuum is located in the corner kitchen closet.)
2. Empty all wastebaskets used, take the trash out and put it in the dumpster.
3. Put all chairs and tables (and any other items used) back where you got them.
4. Check chairs and wash them before putting back on rack

### **Cleaning to be done following Friday and Saturday events:**

1. Vacuum any and all areas that were used. (Vacuum is located in the corner kitchen closet.)
2. Empty all wastebaskets used, take the trash out and put it in the dumpster.
3. Put all chairs and tables (and any other items used) back where you got them.
4. Clean the kitchen, if used. Kitchen cleaning supplies are under the sink by the coffee pot, or will be set out on the kitchen counter.
  - a. Clean counter tops
  - b. Clean stove, if used
  - c. Clean sinks
  - d. Clean floor (sweep up crumbs, clean up spills, and mop if necessary)
  - e. Empty waste baskets
5. Clean all bathrooms that were used
  - a. Check to be sure all toilets have been flushed
  - b. Clean toilets
  - c. Clean sinks and countertops
  - d. Empty wastebaskets. Use rubber gloves to remove trash from containers
  - e. Clean floor
  - f. Clean and dry the metal by the paper towel holders/trash containers
6. Nursery area
  - a. Vacuum if needed
  - b. Empty trash
  - c. Empty diaper pails
  - d. Clean bathroom
7. The Meeting Place (next to the kitchen).
  - a. Put chairs back for Sunday school (see diagram in the kitchen)
  - b. Vacuum
  - c. Empty trash
  - d. Wipe or mop ceramic tile
  - e. Check chairs and wash them before putting back on rack
8. Clean front door windows
9. Clean and dry drinking fountain

Thanks for your help in keeping our building clean and organized!