



## BUILDING USE POLICY & APPLICATION - NON-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.

### FACILITY USE REQUEST

We request the JBC Board of Deacons approve the use of the church building for \_\_\_\_\_ (event).

This agreement by and between JBC, 6360 14<sup>th</sup> Ave., Hudsonville, MI 49426 (JBC) &

User's Name (User): \_\_\_\_\_ Event Date: \_\_\_\_\_

Company or Group: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_

**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: \_\_\_\_\_

Whereas, JBC owns premises located at 6360 14th Avenue, Hudsonville, MI 49426 which is normally used for church services and ministries and whereas, User desires to use the areas checked below for the event mentioned above, and whereas JBC has agreed to allow User to use the facilities provided that the following terms and conditions are met.

#### Room(s) 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) |
| <input type="checkbox"/> Other building / grounds areas _____ |   |   |

### 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** (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:\_\_\_\_\_

### **Summation of costs:**

**Note: Two checks must accompany this form to receive approval**

Check #1 - \$50 deposit

Check #2 – Use Fees (please check which items you are including in your payment)

- ☐ \$60 for building use  
1-5 occurrences - \$60/use  
6-15 occurrences - \$55 per use  
15+ occurrences - \$50/use
- ☐ \$100 for janitor to clean up (if used – this requires you to be out of the building by 6:00 p.m. on Saturday)
- ☐ \$25 minimum for sound system operator (if sound system is used)
- ☐ \$25 minimum for video operator (if video is used)
- ☐ \$2/piece for cleaning table linens

*Following use, unless there is damage to building, check #1 will be shredded, and check #2 will be cashed.  
You will be notified via email when this happens.*

### **It is therefore agreed by and between the parties:**

1. JBC agrees to let User use the above-described premises for the above-described purpose on the above-described date. User can contact the JBC office for details of usage at [office@jenisonbible.org](mailto:office@jenisonbible.org) or 616-457-3770.
2. User agrees to pay JBC \$\_\_\_\_\_ for use of the premises.
3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules and regulations of all governmental authorities while using the above-described facilities.
4. User agreed that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of JBC, which is a biblically-based religious institution.
5. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.

6. User agrees to hold harmless, indemnify and defend JBC (including JBC's agents, employees and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above-described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of JBC (including JBC's agents, employees and representatives) or otherwise.
7. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises, which User will use, including entrances and exits.
8. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
9. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.
- 9.5 In the event that JBC must cancel this agreement, User will be entitled to any deposit User has paid. However, in no event will JBC be liable to User for any lost profits or incidental, indirect, special or consequential damages arising out of User's inability to use the above-described premises, even if JBC has been advised of the possibility of such damages.
10. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of JBC.
11. JBC and User agree that any disputes arising under this agreement will be resolved via a mutually-acceptable alternative dispute resolution process. If JBC and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
12. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements related to the subject matter.

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

1. The room(s) available to you are clearly stated in your contract and will be the only rooms open to you and your guests. Please respect the facility by staying in those spaces.
2. Vendor rentals will be the responsibility of the User, not JBC. Tent rentals must be approved by JBC deacons.
3. Use of the kitchen requires cleaning and replacing of JBC items used for your event and is the responsibility of the User. Should anything be broken or removed from premises, replacement fee will be deducted from the User's deposit. Should the deposit not cover JBC's expense, the User will be billed accordingly.
4. Decorations are the responsibility of the User, and must be taken down and discarded or removed at the end of your event. Rice, birdseed and confetti will not be thrown inside or outside of the JBC facility.
5. There will be no smoking permitted or alcoholic beverages served or consumed by anyone on any part of the church property at any time before, during, or after these events.
6. The User will handle the arrangement, rearrangement and/or storage of all church furniture and decorations moved during the event.
7. By signing and dating this agreement below, the undersigned acknowledges that they have read it and agree to be bound by its terms.

User:

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

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

Position with organization: \_\_\_\_\_

JBC Representative (JBC):

Signature: \_\_\_\_\_

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

Position with JBC: \_\_\_\_\_

\* 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. Any vandalism resulting from the building being left unlocked after this event will be the financial responsibility of the person above.

### Below for Office Use Only

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

- ☐ \_\_\_\_\_ Administrator check calendar and initial
- ☐ \_\_\_\_\_ Janitor double check, and initial
- ☐ \_\_\_\_\_ Deacon 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)  
Mail to person requesting use with letter

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

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

Assessed Fee following your event: \$ \_\_\_\_\_  
(breakage, missing items, damaged or unclean areas)

### **Cleaning to be done following a non-church function:**

**Please notice the diagram for fellowship hall set-up. It is located in the kitchen by the door and wall.**

Please take a minute to review the things which you'll need to do following your event.

#### **Cleaning which must be done after your events**

- 1) **Empty all wastebaskets used and take out to the dumpster.**
- 2) Put chairs, tables and other items you moved back where they belong.
  - **Clean tables and chairs before you put them away.**
- 3) Vacuum any areas that were used. Vacuum is located in corner closet in kitchen.
- 4) **Kitchen – Cleaning supplies are under the sink by the coffee pots or will be set out on kitchen counter..**
  - Clean sink, counter tops, & stove if used
  - Floor (clean up any spills and crumbs or mop if necessary). Cleaning supplies are in the corner closet.
  - If you have dishes that need to dry on the rack, please put them away later if possible.
  - Be sure coolers and pitchers are stored with covers off.
- 5) **Bathrooms**
  - Clean toilets and be sure they're flushed.
  - Clean sinks and countertops
  - Empty wastebaskets – Use rubber gloves to protect your hands
  - Clean floor, if needed
  - Clean and dry metal by paper towel holders/trash container
- 6) **Nursery area**
  - Vacuum
  - Empty diaper pails and trash
  - Clean bathroom
- 7) **Rooms #N-104 & N-105 (next to the kitchen)**
  - Wipe tables and folding chairs and return them to where they belong.
  - Vacuum (vacuum is located in the corner closet in the kitchen)
  - Empty trash
  - Wipe or mop ceramic tile
- 8) **Clean front door windows**
- 9) **Clean and dry drinking fountain**