



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:

- Meeting Place (N-104-N-105)
- Prayer Meeting (N-106-N-107)
- North Kitchen
- Sanctuary
- West lower fellowship hall
- West lower kitchen
- Youth Area
- Outdoor Facilities
- Council Room (W-201)
- Tower Room (W-202)
- Jr. High Boys’ Room (W-207)
- Jr. High Girls’ Room (W-208)

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** (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

Please fill this out, save it and email it to office@jenisonbible.org.

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 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 at least 5 weeks prior to my event

For Office Use Only - Processing this form:

- | | |
|---|---|
| <input type="checkbox"/> _____ Administrator check calendar and initial | <input type="checkbox"/> Copies to: |
| <input type="checkbox"/> _____ Janitor double check, and initial | Linda Bouma (Box 25) |
| <input type="checkbox"/> Add to calendar | Diane Blok (Box 26) |
| <input type="checkbox"/> Original filed in office binder | A/V Committee (Box 27) |
| <input type="checkbox"/> Notify IT team if wireless needed | 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!