

Jonesborough Presbyterian Church
128 W. Main Street P.O. Box 383
Jonesborough, TN. 37659
(423) 753-6162
Email: office@jpcusa.org

CHURCH BUILDING USE & RENTAL POLICY

Effective August 1, 2015

Routine Church Events

Routine church events, such as normal services, family luncheons, ministry team meetings & activities, youth activities, funerals or memorial services, and similar such gatherings may be placed directly on the church calendar by the requestor. The requestor shall be responsible to coordinate any needed support. Any conflicts in schedule shall be managed by the Pastor or the Property Ministry Team. Usage guidelines shall apply.

Special Events (Includes Weddings/Receptions)

You may schedule your special event through the Pastor or Property Ministry Team. All events require a church member to serve as Church Use Point of Contact. Special events may require approval of the Session prior to confirmation of the building's use. Weddings cannot be scheduled more than one (1) year in advance. The Session reserves the right to decline to schedule a wedding or special event. Request(s) are to be made by completing the attached form(s).

Church Use Point of Contact

The Church Use Point of Contact is required for all special events. The designated church member(s) must be present during the entire event.

Use of Facilities

The agreement between the church and the special event party includes use of designated area, tables, and chairs. The Church Use Point of Contact will arrange to have any furniture moved or relocated as needed. Certain items may not be able to be moved. The special event party will be responsible for returning areas used to the original state/condition/cleanliness.

If requesting use of the fellowship hall, you may use the kitchen facilities, however, the church does not provide supplies for receptions or meetings. You must provide all food, drinks, and needed materials. No alcoholic beverage products are permitted on church property. Tobacco products may be used outside and at least 30' from entrances.

Florists, caterers, and other outside support must have their items removed from the building the same day as the scheduled event.

When your special event requires the use of the church elevator, two approved members of Jonesborough Presbyterian Church must be present. Arrangement must be made in advance through the Church Use Point of Contact.

Pulpit area cannot be rearranged. Do not remove any parts of the pulpit or other fixtures. Piano cannot be moved.

GENERAL GUIDELINES – ALL USERS

We ask that you treat property with respect and care. Please abide by the following rules:

1. No alcoholic beverage products are permitted on church property. Tobacco products may be used outside and at least 30' from the entrances.
2. Children must be supervised by adults and childcare is to be provided by the special event party. Please advise the Church Use Point of Contact if you require use of the church nursery. An additional fee may apply.
3. No nails, tacks, pins, staples, or adhesives may be used on any walls, pews, or doors within the church building without prior written consent.
4. Phones are provided in the fellowship hall and are for local use only.
5. We do not provide copier services.
6. Please do not allow unauthorized persons to play music instruments, use microphones, or adjust the sound system.
7. No articles of furnishing shall be moved out of its place: pews, PIANO candelabras, altar, pulpit, baptismal font, cushions, or other objects used in the regular furnishing or equipment of the church.
8. In placing flowers, ferns, or other decorative material, care must be taken at all times that the floors, walls and furnishings not be disfigured. In the event of a wedding in the church in which candles and potted palms are to be used, it shall be required that the carpet be covered with canvas or other like material sufficient to protect the carpet from damage. Additional protection must be placed under all pots and vases so that no dampness seeps through, causing circling and disfiguration.
9. When lighted candles are used in the church the holder must be protected by cups or other material so there will be no wax dripping on the floor, etc.
10. Rice may not be thrown anywhere on church property.
11. Any damage done to the church or the furnishings shall be repaired to the satisfaction of the Property Committee (responsible for property and grounds), or the Session (Governing Body), and such damage shall be paid by the persons, party, or firm at the time the damage is done.

Liabilities

Jonesborough Presbyterian Church and/or its insurance company are not responsible for any accidents or liabilities. The church cannot be held responsible for items lost or stolen during your wedding or special event. User proof of insurance coverage may be required by the Session. No illegal activities permitted or tolerated.

Church Member Definition

For purposes of this policy, the term "Church Member" constitutes anyone who has been a member, in good standing, of Jonesborough Presbyterian Church for at least 6 months prior to making application for use. In the case of a wedding request, a member parent may make application for a non-member child, and have the event considered a "Member Event".

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REQUEST FOR CHURCH USE/RENTAL FORM – ALL USERS

Name of requestor: _____

Event: _____

(Required) Church Use Point of Contact (church member): _____

Date: _____ Time: _____

Sanctuary _____ Yes _____ No _____

Fellowship Hall _____ Yes _____ No _____

Other Area: _____

Is Requestor a Church Member ____ Yes _____ No _____

Non Church Member/Group ____ Yes _____ No _____

Is elevator required? _____ Yes _____ No _____

Addition information or equipment requested: _____

Return to the Church Office:

Your request must be approved by the Property Committee or Session.

Approved: _____

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CHURCH BUILDING USE, RENTAL, & HOLD HARMLESS AGREEMENT
FORM - NON MEMBERS

I have read the Church Building Use & Rental Policy and Fee Schedule and agree to abide by the regulations as stated. I understand that the use of the facility is subject to change as the policies of Jonesborough Presbyterian Church are altered or amended from time to time. Should any part of this contract be violated the damage deposit will not be returned. The use of this building may be revoked at any time at the sole discretion of Jonesborough Presbyterian Church Session.

Lessee shall save and hold Jonesborough Presbyterian Church, its officers, employees, and members harmless for any and all injuries, damages, claims, costs and expenses arising out of the Lessee's use of Church property and facilities or caused by the Lessee's guests, contractors, or subcontractors, and arising out of the premises occupied by the Lessee and not attributable to the sole negligence of the Church.

Signature of responsible party (Lessee)

date

Signature of church representative (Session or Pastor)

date

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CHURCH BUILDING USE AGREEMENT FORM - MEMBERS

Church members should schedule their request for a special event with the Pastor or Property Ministry Team. Church members should abide by the general church use guidelines and the building rental policy. There are no rental fees or deposits required for members. Cleaning fees do apply to members, however these cleaning fee(s) below may be waived by the Property Ministry Team Chair, the Clerk of Session, or the Pastor if the member chooses to clean up after their event. Routine Church Events do not require completion of this form.

Church Member requesting use of Church _____

Event or description of members requested use of Church _____

FEE SCHEDULE

Cleaning fee for Sanctuary.	\$150
Cleaning fee for Fellowship Hall/Kitchen.	\$150

Cleaning fee \$ _____

Received from _____ BY _____ Date __ - __ - __

Waived _____ BY _____ Date __ - __ - __

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FEE SCHEDULE FOR NON-MEMBERS

Payment may be in the form of cash or check, amounts as indicated below, payable to Jonesborough Presbyterian Church. Please note the due dates for each fee. Fees may be mailed to Jonesborough Presbyterian Church, PO Box 383, Jonesborough, TN 37659, or may be brought to the office during office hours. Please indicate what the amount is for on the memo line of your check.

CHURCH SANCTUARY RENTAL \$ 2,000/day

This fee is for rental of the sanctuary only and is due three weeks prior to the reserved date.

FELLOWSHIP HALL \$ 750/day

This fee is for rental of the fellowship hall/kitchen and is separate from the sanctuary rental fee. It is due three weeks prior to the event.

CANDLES \$ 100/event

This fee is for use of church candelabras. Standard white candles will be provided for the church candelabras. Additional/decorative candles not furnished by the church have to be approved by the Church Use Point of Contact. Due three weeks prior to the event.

DAMAGE DEPOSIT \$ 1000/event

This fee is due three weeks prior to the reserved date and is refundable upon satisfactory building inspection, cleaning, and non-violation of church building rental policy.

REFUNDS (Other than DAMAGE DEPOSIT)

In the situation that a special event must be cancelled by the requestor prior to start, a written refund request may be made to Jonesborough Presbyterian Church. The amount of refund may reflect deductions for any directly related expenses paid out or borne by Jonesborough Presbyterian Church.

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FEE SCHEDULE PAYMENT RECORD FORM – NON MEMBERS

Check when an amount is paid, date, and sign that you have received the payment. Submit funds to Treasure as soon as possible. (If payment is in cash, two Elders must verify). Make a copy for the client. When the event is over, turn this sheet into the church office with the information at the bottom of sheet filled out, so that the damage deposit refund can be mailed.

This form to be maintained by the special event Church Use Point of Contact.

Sanctuary Rental	\$2000/day	___pd.	Date_____	_____	Received by
Fellowship Hall	\$750/day	___pd.	Date_____	_____	Received by
Candles	\$100/event	___pd.	Date_____	_____	Received by
Damage Deposit	\$1000/event	___pd.	Date_____	_____	Received by

REFUNDS

Treasurer:

Mail damage deposit in the amount of _____ to the person listed below:
Mail other refund(s) in the amount of _____ to the person listed below:

Approved by: _____ (Church Representative)

Name _____

Address _____

Phone _____

Date mailed _____ Check number _____ Treasurer Signature _____

Treasurer, please return this completed form to the office for our files.