

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 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.