

Application for Building Use
Johns Creek Christian Church
10800 Bell Road
Johns Creek, GA 30097
(770) 418-1101

Name of Organization/Individual _____

Address _____

City/State/Zip _____

Phone # _____ Alternate Phone # _____

If Non-member: Relationship to Church Member as indicated below

Name: _____

Room(s) Requested _____

Date of Event _____

Time of Event: Beginning Time _____ Ending Time _____

Description of Event _____

Please include any details such as whether refreshments will be served, etc. _____

____ I/We have read the attached policies regarding building use at Johns Creek Christian Church, located at 10800 Bell Road, Johns Creek GA 30097, and agree to the conditions and requirements stated herein.

Name Date

Signature Organization

Board Chair Minister Property Chair

Two separate checks are required; one for the deposit and one for building use. Checks should be made payable to Johns Creek Christian Church and must be submitted with this form.

Facilities Use Policy
Johns Creek Christian Church
10800 Bell Road
Johns Creek, GA 30097
(770) 418-1101

1. Purpose

Johns Creek Christian Church is committed to making its facilities available for use by individuals and organizations involved with activities and ministries that benefit and serve the surrounding community. Church-sponsored events/functions shall have priority over non-church sponsored activities.

2. Procedures for Requests

- The request for facilities use must be made in writing using the form “Application for Facilities Use” available in the office.
- The request must be made with sufficient advance notice (usually 8 weeks) for it to be scheduled on the church calendar. Requests are reviewed by the Facilities Use Committee which is responsible for all facilities use decisions, including those which fall outside of the categories of this policy.
- Submission of the “Application for Facilities Use” signifies the group or individual is agreeing to the terms, fees and conditions set forth in this policy and those specified on the completed application.
- When the facilities use has been approved, the event will be added to the church calendar maintained in the church office. All approved applications will be kept on file in the church office.
- Payment of all fees is due at least one week prior to the scheduled event.

3. Fees

Building use fees are not assessed for church-sponsored events. Building use fees also will not be charged for member use related to personal or family events. However, depending on the event, fees may be charged for cleaning or other services for any event. Building use fees will be assessed for organizations, businesses, etc. to which the member belongs and which have requested facilities use.

Fees for Building Use

Room	Church Event*	Member **	Non-Member	Custodian	Total
Sanctuary/Narthex	\$0	\$0	\$125	\$100	
Kitchen/Reception	\$0	\$0	\$75		
Classroom	\$0	\$0	\$25		
Other Requests	\$0	TBD	TBD		
Sound/Light Tech***	\$0	\$ 25/hr	\$50/hr		
Wedding Use	<i>Please consult</i>	<i>Wedding policy</i>			
Damage Deposit****	\$100	\$ 150	\$ 250		
Total Fees					

*Church Event is an activity or function related to the ministries of JCCC.

**MEMBER is a person who has joined the congregation not less than six months prior to event.

***Sound Tech is required for any function for which the JCCC Sound System is used

**** The deposit will not be refunded if the piano is moved.

4. Building Use Conditions

The organization or individual agrees to the following conditions:

- **Do not move the piano; a tuning fee will be charged of \$100 if piano is moved.**
- Do not obstruct the driveways, sidewalks, entry ways, and/or halls.
- Do not obstruct or cover the windows or doors.
- Do not leave windows or doors in an open position.
- Do not place locks or hooks on doors or windows, or make any other physical alterations to the building without JCC prior written consent.
- Do not permit animals on the premise, except those providing assistance to the disabled. Any exceptions must be approved by the Facilities Use Committee.
- Do not change room arrangements without prior approval by authorized JCCC representative.
- If the sound system is required for an event, arrangements must be made at the time of the request for a member of the JCCC Sound System Ministry to operate the sound system.
- Arrangements must be made in advance to use the kitchen stove/oven.
- Smoking is not allowed on the JCCC Campus.
- Do not serve alcohol at any event.
- No firearms or illegal drugs on the premises, nor use of any illegal substance.
- All guests, invitees, agents or employees of organization or individual shall maintain order on the premises and shall not permit any loud or excessive noise sound levels disturbing others or interfering with the quiet enjoyment within the church grounds area or the surrounding community.
- HVAC may be adjusted only by adjusting up or down. **Do not attempt to re-program thermostats.** Any thermostat which is adjusted must be returned to the "Run" position at end of any function outside of our normal heating/air conditioning hours of operation.
- Individual/organization in conjunction with a church representative or official in attendance or a bonded janitorial service- using the facilities is responsible for locking up the building, turning off all lights, etc.
- Do not place items on the tables located in the Northeast corner of the Sanctuary – designated Hand Bell Choir area.

4. Janitorial Services

Janitorial services are provided at an additional fee and will be assessed on a case by case basis, depending on the event. However, all organizations or individuals using the building are responsible for basic cleanup including picking up litter, removing all trash from the building, restoring all furnishings and equipment to original locations, etc.

5. Supplies

Any kitchen paper goods or other supplies required must be furnished by organization or individual using the building.

6. Keys

Arrangements must be made at least 24 hours prior to the event to pick up a key. To arrange to pick up a key, call the church office at (770) 418-1101. Keys may not be duplicated and keys must be returned within 24 hours following the event. In the event a key is not returned, the Damage Deposit will not be returned, and if deemed necessary costs associated to re-key the locks, shall be funded/paid by the organization or parties named above in this agreement as responsible for renting the church facility for the function as outlined above.

Applicant Signature

Date

Final Approval

Date
