

- wash. Non-member – supply own.
- Floor: sweep

### C. Dress, Decorations, & Behavior

- JCC facilities are used to glorify God. Each person present in the facilities should conduct themselves in a manner pleasing to Him. In the interest of influencing others for Christ, the speech, dress and conduct of all JCC members and guests will be in accordance with the highest Christian standards.
- Due to wide variety and personal taste of music and dance style, only religious music and respectful dancing are permitted on church property. Music is subject to be pre-approved by church administration.
- The sponsoring person(s) are responsible for the actions of ALL persons involved in the activity.
- The facility must be returned to its original order.
- Smoking is **not** permitted anywhere on the church campus.
- Alcoholic beverages, or persons who are under the influence of alcohol, are not permitted on the premises.
- Obscene, vulgar, profane language or actions will not be tolerated on the church campus. Such activity will require the person to leave the premises.
- Weapons of 'ANY' type (knives, guns, & etc.) are strictly prohibited anywhere on the church campus.

### D. Virgil Bengé Community Sports Complex

This special area of our church campus is designed for the entire community to utilize. We are doing our best to fulfill the vision that Virgil Bengé had many years ago that this would be a "community property" and that youth and adults alike could have access to various activities. However, we also want to make sure that this area is taken care of and respected by all who take part in any activity.

- Use of any of the sports venues during any non-church event requires prior authorization.
- Rules of each venue **MUST** be followed at all times.
- ALL children under the age of 16 must be supervised by an adult at all times.
- JCC is not responsible for any injuries sustained while utilizing any sports venue on our campus.
- Children are not allowed to use the sand volleyball court as a "sand box". It is to be used **ONLY** for volleyball games.

Revised 7-28-2016



## Facility Guidelines & Procedures



### PURPOSE FOR OUR FACILITIES

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#### A FACILITY TO SERVE THE LORD

The facilities and property (including the shelter house) of the Jamestown Christian Church are tools to serve the Lord, to be used to reach the lost, the un-churched, and to strengthen the fellowship of believers in Christ.

Jamestown Christian Church is blessed with property we trust our church family and the Jamestown, Indiana community will use. In order to properly manage and schedule our shelter house the following guidelines are necessary.

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### JAMESTOWN CHRISTIAN CHURCH

900 N. LEBANON ST./P.O. BOX 147, JAMESTOWN, IN 46147

OFFICE: (765) 676-5182

EMAIL: [INFO@JAMESTOWNCHRISTIANCHURCH.NET](mailto:INFO@JAMESTOWNCHRISTIANCHURCH.NET)

[WWW.JAMESTOWNCHRISTIANCHURCH.NET](http://WWW.JAMESTOWNCHRISTIANCHURCH.NET)

## **FACILITY GUIDELINES/INFORMATION**

The facility guidelines and procedures in this booklet apply to all members, active and inactive, of the Jamestown Christian Church as well as the general public.

### **I. Facility Usage Deposit and Donation**

- Facility usage deposit is \$250.00 and will be refunded one week after the event if there is no extensive damage or additional clean up to the building or church campus. PLEASE NOTE: The scheduling party will be held responsible for any extensive damage to the building or church campus.
- The donation for usage of the facility is \$500.00. This donation is due no later than 2 weeks prior to the event or the reservation will not be held. (This donation is waived for current, active members of JCC).
- JCC Sound/Media usage in the Worship Center is available and will strictly be run only by approved and trained JCC Media Technicians. The fee for this service is \$50.00 per hour (2 hour minimum).
- JCC Facility Coordinator is required for all events at JCC. This person will be the contact person from the time the deposit is made and will be present at all times. The fee for the facility coordinator is \$25 per hour.

### **II. Scheduling Priority**

Priority to scheduling will be given in the following order:

1. JCC church-wide activities
2. JCC ministry groups (youth, children, women's...)
3. Non-church activities

#### **A. Reservations**

- Reservations for using the facility are to be made by filling out a building request form available on the website or at the church office. You will receive confirmation as soon as the request is approved and deposit is received.
- JCC reserves the right to refuse rental/scheduling of the facility to any group or individual for any reason.
- JCC reserves the right to make changes to any/all schedules in order to accommodate church ministry. This includes agreements made for any group.
- Weddings – See Wedding Planning Guide

#### **B. Set-up & Equipment**

1. JCC is NOT responsible for set-up or tear-down for any non-church function.
2. Please do not assume that equipment will be available the day of your event unless you make your request arrangements ahead of time.
3. Tables and chairs may not be taken from the facility. Tables and

chairs for non-church outside use are available in the Shelter House on a first-come, first-served basis.

4. Instruments cannot be removed or moved on the stage area.

### **C. Clean-up**

PLEASE BE CONSIDERATE OF CHURCH FACILITIES!

1. Make sure the room(s) used are left the way you found them.
  - a. Tables and chairs in proper place
  - b. Lights turned out
  - c. Restrooms are clean
  - d. Any trash should be disposed of. If a dinner or refreshments were served, please take your trash to the dumpster area located in the south corner behind the building.
2. Church Cleaning Closet: a cleaning closet is located inside the storage room. It is unlocked at all times. Inside the closet is a sweeper, broom, cleaning rags, and a supply of trash bags.
3. Please report any damage or spills to the church as soon as possible.

### **D. Child Supervision**

- Children under the age of twelve should be properly supervised by an adult. Unless previous arrangements have been made, nursery and preschool rooms will be locked.

### **III. Room Guidelines**

- Jamestown Christian Church is a not-for-profit organization. We do not rent our facilities to make a profit, nor do we allow others to do so. The church facilities are available for all church activities and activities included in the extension of church ministry.
- Stage area is strictly off limits unless usage is requested and pre-approved.

#### **A. Preschool/Nursery Rooms & Playground**

1. These areas are intended to be used by children of appropriate ages only. Children must be supervised by an adult at all times.
2. These rooms will be locked unless prior arrangements have been made with the church office.

#### **B. Kitchen**

1. The sponsoring person(s) must provide their own paper products, food products, coffee and other perishable/disposable goods.
2. All food and beverage items need to be transported in & out of the kitchen door located on the south side of the building.
3. Clean-up
  - Pots, pans, serving utensils: washed, dried, and put away.
  - Sinks and countertops: wiped down
  - Appliances must be cleaned after use and wiped down.
  - Dishwasher: dishes washed, dried, unloaded, and put away.
  - Washcloths, towels, & pot holders: Member – take home and