

## II. GENERAL USE

All groups outside the church desiring to use the shelter house will be on a first come first served scheduled basis. The use is free. Donations are accepted.

### A. SET-UP & EQUIPMENT

1. All set-up and tear down for use of shelter house is to be done by those scheduling it.
2. All tables and chairs used in shelter house are to be returned to their place of storage as found.

### B. Food Preparation/Camp Fires

**All use** of electric equipment, food preparation devises, charcoal grills, or camp fires will require documentation that the Jamestown fire department has been notified.

### C. CLEAN-UP

1. PLEASE BE CONSIDERATE OF THIS CHURCH OWNED FACILITY! Make sure the space used is left the way you found it.
  - a. All tables and chairs are to be cleaned before returning them to the storage area.
  - b. Any trash should be disposed of properly; please take your trash to a dumpster off site.
  - c. Lights turned out.
2. Please report any damage to the shelter house or area to The Church Office as soon as possible.(765)676- 5182

### D. CHILD SUPERVISION

Any children and youth under 18 are to be supervised by at least two adults who are on site.

### E. DRESS & BEHAVIOR

- 1 Alcohol and smoking are strictly prohibited in any church facility or on church property.
- 2 Due to the wide variety and personal taste of music and dance style, dancing is not permitted on any church property including the shelter house.
- 3 Weapons of 'ANY' type (knives, guns & etc.) are strictly prohibited anywhere on the church campus.

\*The sponsoring person(s) shall be responsible for the actions of the persons involved in the activity.

**Revised 7-27-2016**

# Shelter House Use Guidelines & Procedures



## Jamestown Christian Church Shelter House

**900 North Lebanon Street  
Jamestown, IN 46147  
765-676-5182**

# 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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## SHELTER HOUSE GUIDELINES/INFORMATION

### I. SCHEDULING

**A. Scheduling Priority** will be given in the following order: first come first served basis.

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

- b. Our shelter house is available for outside group usage. We request that the shelter house not be used during Sunday A.M. services. If families and groups who use the shelter house do not have a church home they are welcome to study and worship with the church at 900 N. Lebanon St. at the 9 and 10 A.M. services.
- c. Tables and chairs are to be used only in the shelter house. Tables and chairs are available in the storage compartment at the shelter house. Any additional items are to be provided by those using the facility.
- d. A \$200 deposit will need to be in the church office at least 1 week before scheduled activity. **SOME EVENTS MAY REQUIRE PROOF OF INSURANCE.**
- e. All activities are to conform to the town curfew ordinances which are generally (depending on day of week) dark or 10 P.M. (TOWN OF JAMESTOWN CODE BOOK Article 5: unlawful gatherings; chapter 2 Curfew Section 1 & 2).

**Keys to access bathroom and equipment room will need to be scheduled through the church office. (765-676-5182)**

### B. RESERVATIONS

1. Reservations for using the shelter house are to be made by filling out a request form available in the church office. The church office will be in contact with you as soon as the request has been reviewed.
2. JCC reserves the right to refuse scheduling any church owned property to any group or individual.
3. JCC reserves the right to make changes to any/all schedules in order to accommodate church ministry. This includes agreements made for any group.