



Facility Usage Form

Boones Creek Christian Church
305 Christian Church Road
Gray, TN 37615

For facility usage requests, please fill out the following form and submit to:

Carrie Gunning
305 Christian Church Road
Gray, TN 37615
Email: carrie_gunning@yahoo.com
(423) 282-0248
(423) 282-8046 fax

Our mission is to bring people into a loving relationship with Christ and teach them from within a loving community to boldly live Spirit-filled lives that daily glorify the God we worship.

All event requests are measured for alignment with this mission. **Please allow up to 2 weeks from submission date for consideration of this request.**

Introduction

Boones Creek Christian Church (BCCC) is a busy place. Its primary purpose is to carry on the ministry of the local church. BCCC has an active ministry to children, youth, adults, and senior adults. It has a significant outreach into the community. The programs and people are the top priority when it comes to building use.

Building use activities fall under the jurisdiction of the elders. The Church Administrative Assistant manages building use. No commitment for building use is finalized until the **Room Use Agreement** has been completed and executed by the Church Administrative Asst.

BCCC has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered. Local organizations and individuals for one-time or short-term usage also use our facilities. When possible, we attempt to make our facility available for such groups. Our first priority is to programs and membership needs of the church. Priority is then given to nonprofit groups that are supported by the church, and finally to other nonprofit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation.

*** NOTE: This form is void after Dec. 1st each year for recurring events (though you may have events scheduled through Dec.). A new request must be made at that time for the upcoming year beginning in Jan.**

For events scheduled outside of office hours, there will be a BCCC person assigned to outside groups and groups will be charged \$15 per hour.
(May be waived for member event.)

Boones Creek Christian Church Facility Usage Guidelines

Event Policy

Events that take place at the Boones Creek Christian Church facility must align with the mission of the church. Because we receive a large volume of requests to use our facility, we can only consider events that help carry out our mission. These events must be held by or sponsored by a Boones Creek Christian Church Ministry. Exceptions will be made at the discretion of the Elders and/or Church Administrative Asst.

NOTE: Ministry sponsorship does not include financial support, only the coordination and oversight of the event. Outside organizations may be asked to pay a rental fee to cover the cost of the event.

BCCC Ministry Event Proposals

Event requests must be submitted to scheduling coordinator. Each event must be held by or sponsored by the Boones Creek Christian Church Ministry requesting the event. The requests must include all of the information needed to facilitate and support the event (such as contact information, set up information, resources being requested, production support needed, etc.)

Outside Organization Requests

Most requests for facility usage, made from an outside organization, are made over the phone. At that time the event policy is communicated to the requestor. If the event appears to align with the mission of the church, the scheduling coordinator will then request that a "Room Use Agreement" be completed. Once the form is completed, the requested event will be considered. The following event criteria may require Elder approval (if one of the following apply, must allow up to one month for approval):

- The attendance will be over 200 persons
- The event occurs in the sanctuary
- The event requires the use of many rooms at one time
- A rehearsal or reoccurring ministry event would be asked to cancel or relocate
- The event occurs on Friday after hours or on Saturday
- More than one ministry area is impacted by the event
- The event does not have sponsorship from a BCCC Ministry
- The mission of the event / outside organization is unclear or misaligned with BCCC

Reservation Procedure

- The person responsible for an activity will complete a Room Use Agreement and turn it in to the Church Office in sufficient time to have the activity placed on the Master Calendar—preferably three months, **and not later than two weeks, in advance of the requested date.**

Note: Church office hours are Monday through Friday from 9:00 a.m. to 5:30 p.m.

- The Church Administrative Asst. will evaluate the request, ask for further information, if necessary, and approve or decline the request. Approval or declination will be confirmed by giving a completed copy of the request to the originator. If time is crucial, the requestor may call the Church Administrative

Asst. for initial confirmation, however **the event will not be reserved until all forms, and fees (if applied) have been received.**

- When two or more requests are submitted for the same date and time, BCCC groups will have priority. When two BCCC groups request the same date, time, and facility, the first-come, first-served rule will apply. The exception to the rule will be if the two groups can work out an amicable solution to scheduling their activities.

Fees

Boones Creek Christian Church Ministries may use the facility without a rental fee. If an event is held by an outside organization, *a donation for building usage would be appreciated to cover costs.* Please make checks out to BCCC and denote "Building Use" on memo line of check.

Sound System

The sound reinforcement or recording systems are available upon request. The systems must be operated by the church sound technicians (at a cost of \$25 per hour unless quoted otherwise). Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors. A list of BCCC sound groups will be provided for your selection. It is your responsibility to secure sound system team from BCCC prior to your event.

Breakage

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Church Administrative Asst. has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Room Setups

All rooms have been designated with a standard room setup. The Church Administrative Asst. will provide each group with a diagram of this standard for the room they are interested in using if requested. Any setup changes requested by the group are subject to approval by the Church Administrative Asst. Setup and clean up is the sole responsibility of person and/or group using the facility. Any room changes must be set back up to original set up after use.

Smoking Policy

All members of all groups using our facilities shall abide at all times by a "no smoking" rule in all parts of the building, including corridors, restrooms, outside courts and all parking areas. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

Alcohol / Drug Policy

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor courts and parking lots.

Nursery Use

The nursery facility is available by arrangement. Our safety standards require that two nursery care providers must be present to operate the nursery. Both must be adults over the age of 18. Any childcare provided must abide by state regulations of adult to child ratios.

Food and Drink

There is no food or drink allowed in the Sanctuary or carpeted areas except water bottles. All other food and drink requires approval in advance as noted in the Room Use Agreement.

Signage

Signs that may need to be posted must be pre-approved prior to posting. Any signs that may have been placed either inside or outside of the building are to be removed immediately following the event. No brochures, flyers, cards, etc. are to be left on church campus. Any signs put up using tape must be removed carefully without damage to paint and all tape must be removed. Do not use nails or duct tape.

Decorations

Get with Church Administrative Asst. for prior approval of decorations.

Starting and Ending Times

- Monday through Friday from 8:30 AM through 9:00 PM
- Weekends from 9:00 AM through 9:00 PM

The building must be completely cleared not later than 9:30 PM to allow the building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.

Emergency Scheduling Conflicts

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

Storage

There is not excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props, supplies, etc. and accessories off site. BCCC is not responsible for damaged, lost or stolen items.

Parking

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first served basis and **excludes staff parking specifically reserved at all times for staff of the church**. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

Security

Our church works to maintain a safe and secure environment; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

Final Decisions

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Church Administrative Asst. or their designated representative shall decide the matter and all individuals and groups shall abide by the Church Administrative Asst.'s directions or forfeit immediately the use of any part of the facility.

Other Information

- In all situations BCCC Ministries have first priority. Accommodations will be made for BCCC ministries by having a two month period (October and November) each year for BCCC ministries only to book events on the calendar. Effective December 1st of each year the calendar will be open to any who wish to request a date for an event (exceptions may include such events as weddings, etc.)
- Church members wishing to reserve a room will be responsible for the area used.
- At the end of an event, the contact person is responsible to police the area to make certain that all areas utilized are presentable and that all personal items have been claimed.
- Should a scheduled event be canceled, church office must be notified immediately. Failure to do so could result in future requests for building use to be denied.
- Kitchen facilities are to be used ONLY by BCCC personnel (accommodations for food may be priced out by BCCC group) (exception of use of coffee maker, ice machine and refrigerator)
- Children shall not be allowed to run free throughout the Church building, Sanctuary and outside areas. Children are to be supervised at all times by adults.
- Use of bicycles, rollerblades, roller skates, skateboards, etc. inside the Church facilities or outside on Church property is prohibited.
- No equipment or furnishings in BCCC are to be removed from the building for personal use. If equipment or furnishings are needed off-site for Church related activities, approval must be obtained from the Church Administrative Asst. and the items signed out of the Church office.
- Church office equipment is restricted and is for Church use only. The equipment is to be used only by staff or with approval.
- No clothes, towels, sports equipment, shoes, or other personal items shall be stored in the Church facilities. If items are left in the building, they will be disposed of after two weeks. **BCCC is not responsible for damaged, lost, or stolen personal items.**
- The building shall be left in the proper condition for the next group; this includes the gymnasium, Sunday school rooms, kitchen, and bathrooms. All gym equipment will be returned to designated locations at the end of each activity.
- Those responsible for an activity will ensure inside and outside trash is to be tied and placed in an outside trash receptacle.
- All food left over after an activity must either be taken home or properly disposed of.
- ONLY areas that have been scheduled and approved are to be used.
- Doors are NEVER to be propped open for any reason at any time.

Keep this and prior sheets for instruction. Turn in only forms to be completed and signed. Forms must be completely filled out before consideration for scheduling. Thank you.

Event is approved and scheduled when you receive a confirmation.

Release and Indemnity

This **Release and Indemnity Agreement** is between the above-named organization (“Organization”) and our church.

RECITALS

- The church is the owner of the real property and improvements located at 305 Christian Church Road, Gray, Tennessee (“Property”).
- Organization desires to use the property described above for meetings and other activities.

AGREEMENT

NOW THEREFORE in consideration of this church permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print Name: _____

Title: _____

Date _____

Billing Address _____
