

**Facility Usage Form**  
Boones Creek Christian Church  
305 Christian Church Road  
Johnson City, TN 37615

For facility usage, please read policy, complete forms and submit to:

Carrie Gunning  
305 Christian Church Road  
Johnson City, TN 37615  
Email: [carrie\\_gunning@yahoo.com](mailto:carrie_gunning@yahoo.com)  
Fax: 423-282-8046

*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. ***Allow a minimum of 2 weeks from submission date for consideration of request. This form is void after Dec. 1<sup>st</sup> each year for reoccurring events (though you may have events scheduled through December). A new request must be made for the upcoming year beginning in January. Groups will not be allowed to meet until completed form is submitted AND approved.***

### **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 activities fall under the jurisdiction of the elders. Church Administration manages building use. No commitment for building use is finalized until the **Facility Usage Form** has been completed and executed by Church Administration.

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 the 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.

### **Event Policy**

Events that take place at the BCCC facility must not be in opposition with the mission of the church. Because we receive a large volume of requests to use our facility, priority will be given to events that help carry out our mission. Events not held by or sponsored by a BCCC ministry will be accepted at the discretion of Church Administration.

NOTE: Ministry sponsorship does not include financial support, only the coordination and oversight of the event. Outside organizations will be asked to make a donation to cover the costs, as per the attached fee schedule.

### **BCCC Ministry Event Proposals**

**Read and Initial** \_\_\_\_\_

Event requests must be submitted to scheduling coordinator. Each event must be held by or sponsored by the BCCC 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 {though each group is responsible for own set-up and complete cleanup, unless other arrangements are made and approved}, resources being requested, production support needed, etc.)

### **Reservation Procedure**

**Read and Initial** \_\_\_\_\_

- The person responsible for an activity will complete a Facility Usage Form 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 2 weeks, in advance of the requested date. NOTE: Church office hours are Monday through Friday 9:00 am to 5:00 pm
- Church Administration will evaluate the request, ask for further information, if necessary, and approve or decline the request. Approval or declination will be confirmed by provided email. If time is crucial, the requestor may call the church office 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 their scheduling activities.

### **Fees**

**Read and Initial** \_\_\_\_\_

BCCC ministries may use the facility without applied fees. For all other events ***a donation for building use will be required to cover costs.*** Please make checks payable to BCCC and denote “Building Use” on the memo line of the check. See attached fee schedule.

### **Sound System**

**Read and Initial** \_\_\_\_\_

The sound reinforcement or recording systems may be made available upon request and the systems are be operated by the church sound technicians (at a cost of \$25 per full hour with a 3 hour minimum). Group-provided sound, recording, or video equipment may not be attached to BCCC sound system through cables or connectors.

### **Breakage**

**Read and Initial** \_\_\_\_\_

All persons and/or groups using the facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person(s) signing the agreement 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 with in judgment of Church Administration has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved. In some cases, a deposit may be required.

### **Room Setups**

**Read and Initial** \_\_\_\_\_

All rooms have been designated with a standard room setup. Any setup changes requested by the group are subject to approval by Church Administration. Setup and cleanup are the sole responsibility of the person and/or group using the facility. Any room change must be set back up to original setup after use. All trash must be taken out and placed in outside dumpster.

**Smoking Policy****Read and Initial** \_\_\_\_\_

All members of all groups using the 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 deny use in the future.

**Alcohol / Drug Policy****Read and Initial** \_\_\_\_\_

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

**Nursery Use****Read and Initial** \_\_\_\_\_

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

**Food and Drink****Read and Initial** \_\_\_\_\_

There is no food or drink allowed in the Sanctuary or carpeted areas except for bottled water.

**Signage****Read and Initial** \_\_\_\_\_

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. No tape, tacks or nails are to be used for signage. Should there be a need for outdoor advertising on the church campus, prior approval must be given and no signage will be allowed up more than 3 weeks prior to event. Signs must come down immediately following event.

**Church Decorations****Read and Initial** \_\_\_\_\_

Get with Church Administration for prior approval of decorations. Any decorations approved and used must be removed completely prior to vacating the building at end of event.

**Starting and Ending Times****Read and Initial** \_\_\_\_\_

Any time needed prior to 8:00 am and after 9:00 pm must receive prior approval. The building is to be completely cleared by 9:00 pm. Exceptions to these times must be approved in advance and may be subject to a custodial surcharge.

**Emergency Scheduling Conflicts****Read and Initial** \_\_\_\_\_

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

**Storage****Read and Initial** \_\_\_\_\_

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, accessories and etc. off site. BCCC is not responsible for damaged, lost or stolen items.

**Parking****Read and Initial** \_\_\_\_\_

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking is a first-come first-serve basis and **excludes staff parking specifically reserved at**

**all times for staff of the church only.** Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

### Security

**Read and Initial** \_\_\_\_\_

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

**Read and Initial** \_\_\_\_\_

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, Church Administration or their designated representative shall decide the matter and all individuals and groups shall abide by the Church Administration's directions or forfeit immediately the use of any part of the facility.

### Other Information

**Read and Initial** \_\_\_\_\_

- In all situations BCCC ministries have first priority. Accommodations will be made for BCCC ministries by having a two month period (November and December) each year for BCCC ministries only to book events on the calendar. Effective Dec. 15th 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).
- 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 building 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 Church Administration and the items signed out and signed back in upon return.
- Church office equipment is restricted and is for church use only. The equipment is to be used 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.
- BCCC does NOT provide, nor allow use of any musical instruments or any related equipment.
- The building shall be left in the proper condition for the next group; this includes the gym, any classrooms and bathrooms. All gym equipment is to 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 placed in outside trash receptacle.
- All food left over after an event must either be taken from property or properly disposed of. Do not leave at church.
- 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.

- Doors will be unlocked and locked back based on information provided on request form. Only entrances requested will be scheduled to unlock. Building is NEVER to be vacated prior to requested scheduled door lock time.
- BCCC will not provide tablecloths as they are for church use only.

**Event is approved and scheduled ONLY after you receive a confirmation.**

- Please read and initial each section as requested.
- The following forms must be filled out completely in order to be considered for facility use.
- Turn all completed forms in to:

Mail:

Boones Creek Christian Church

Attn: Carrie Gunning

305 Christian Church Road

Johnson City, TN 37615

or

Fax: 423-282-8046

or

Email: [carrie\\_gunning@yahoo.com](mailto:carrie_gunning@yahoo.com)