**South Carolina Jurisdiction Church of God in Christ**

**Facility Use Agreement**

**South Carolina Jurisdiction Church of God in Christ’s** primary purpose is to carry out the mission and ministry of the Jurisdiction. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The Jurisdiction is happy to have your organization share our facilities. So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Facility Use Agreement and Release Form. A copy of the approved form will be returned to you once approved.

Building use activities fall under the Jurisdiction Board of Trustees. Requests for building use are managed through the Boards chair. No commitment for building use is finalized until the Use Agreement has been approved and executed through the Board of Trustees. Local organizations and individuals for one-time or short-term usage also may use church facilities. When possible we will attempt to make our facility available for such groups. Our first priority is to Jurisdiction programs and membership needs. Priority is then given to nonprofit groups that are supported by our church and finally to other nonprofit organizations.1Approval for the use of the grounds and/or facilities of our Jurisdiction does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use Jurisdiction facilities are not to advertise the event in such a way as to imply endorsement by the Jurisdiction. No activities or advocacy may take place within the Jurisdiction, its buildings or grounds that conflict with the practices of this Jurisdiction and the Church of God in Christ. Included in this guide are the following:

• Steps to Facility Use Scheduling

• Fee Schedule

• Rules and Regulations

• Facility Use Agreement and Release Form

**STEPS TO FACILITY USE SCHEDULING**

1. Obtain and complete a Facility Use Agreement and Release Form from the church office or at our website: www.scjcogic.com

2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.

3. Return the Facility Use Agreement and Release Form to the church office and you will be notified whether your request is approved or not approved.

4. When request is approved, pay the security deposit ($250) to confirm your reservation.

**DONATIONS FOR FACILITY USAGE2**

One-Time Functions Sanctuary $500 Fellowship Hall $300 Fellowship Hall plus Kitchen $500

Recurring Functions

Fellowship Hall TBD per month

Fellowship Hall plus Kitchen TBD per month

Administrative Building TBD per month

**RULES AND REGULATIONS**

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the board of trustees. Church property such as chairs, tables, tablecloths, etc may be used when using the facility under the rules herein.

2. **FACILITY CARE.** The Sanctuary area used by your group must be left clean and orderly with church furniture and property returned to its designated place. Failure to comply may result in forfeiture of the security deposit.

3. **KITCHEN RULES.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster behind the Jurisdiction facilities. Church supplies are not to be used except by church sponsored activities. Failure to comply may result in forfeiture of the security deposit.

4. **PIANO AND ORGAN USE**. Permission to use the piano, organ and/or drums must be granted by the Jurisdiction. Piano and/or organ should not be moved except by permission from the Jurisdictionand may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after repositioning.

5. **SANCTUARY SOUND SYSTEM.** The Sanctuary sound system is available for use upon request. The system must be operated by trained Jurisdiction members or by individuals pre-approved by the Jurisdiction. No other equipment may be attached to the church sound system without prior approval.

6. **NO SMOKING AND NO ALCOHOL USE ALLOWED.** All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the 3

buildings, including corridors and restrooms. Alcohol consumption is not allowed on the Jurisdiction property, including all buildings and outdoor areas.

7. **BUILDING USE**. All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the facility.

8. **NO GAMES OF CHANCE.** Gambling on the Jurisdiction premises is strictly prohibited.

9. **SUPERVISION OF CHILDREN AND YOUTH.** The Jurisdiction seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

• No fewer than two adults should be present at all times during any program or event involving children.

• Adult supervision is required at all times both inside and outside of the Jurisdiction property including the parking lot.

• Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

10. **FOOD AND DRINK.** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.

11. **DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

12. **EMERGENCY SCHEDULING CONFLICTS.** The Jurisdiction reserves the right to pre-empt any facility use agreement for its own use in cases of emergencies, such as funerals. Notice will be provided as early as possible.

13. **STORAGE. S**torage space is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

14. **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 person(s) signing the application for use shall be responsible for paying costs incurred by the Jurisdiction in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which in the judgment of the Jurisdiction has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved. These costs will be deducted from the security deposit.4

15. **SECURITY.** The Jurisdiction works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. The Jurisdiction is not responsible for theft or damage to personal property.

16. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Jurisdiction board of trustees or their delegated representative shall decide the matter and all individuals and groups shall abide by the Jurisdiction board of trustees directions or forfeit the use of any part of the facility **immediately**.

**SOUTH CAROLINA JURISDICTION CHURCH OF GOD IN CHRIST FACILITY USE AGREEMENT and RELEASE FORM**

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Responsible Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization’s Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_

Frequency: One Time Only Weekly Monthly Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which day of the week: Mon Tue Wed Thurs Fri Sat Sun

 **General Information**

Describe **in detail** the type of event you would like to bring to our facility: Will tickets be sold or admission charged for your event? Yes No

 If yes, what will be the ticket price or the admission fee? $\_\_\_\_\_\_\_\_\_\_\_\_

 If yes, how will the net proceeds from this event be used? \_\_\_\_ \_\_\_\_\_ \_\_\_\_

Is your group a Nonprofit 501(c)(3) organization? Yes No

 If yes, Nonprofit Tax ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facilities Requested:**

 **\_\_\_** Sanctuary (with or without piano/organ or sound system) \_\_\_

Fellowship Hall (large group meeting room) \_\_\_

Kitchen \_\_\_

Meeting Room \_\_\_

Other (list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Anticipated Number of Participants: \_\_\_\_\_\_

Will food or drink be consumed? Yes No

Special Needs or Requests: Equipment Needs: \_\_\_

Portable Screen \_\_\_

Round Tables: # \_\_\_\_\_ \_\_\_

Overhead Projector \_\_\_

8 Foot Tables: # \_\_\_\_\_ \_\_\_

LCD Projector \_\_\_

Chairs: # \_\_\_\_\_ \_\_\_

Flip Chart and Markers \_\_\_

Food Serving Tables: # \_\_\_\_\_ \_\_\_

Reception Table at Entrance \_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Microphone and Lectern

 **Certificate of Insurance Requirements** –

 Non-church groups are required to provide certificates of insurance namingSouth Carolina Jurisdiction Church of God in Christ as additional insured. A certificate should be turned in to the church office at least one week before the first use. For continuing usage, the form should be renewed annually.

**Fee Arrangement:**

**The parties understand that the fee for use of the building will be $\_\_\_\_\_\_\_.**

**Additionally, costs incurred to clean up or make repairs following your use of the facility will be deducted from the security deposit.**

**Release and Indemnity Agreement:**

This Release and Indemnity Agreement is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organization or individual) and South Carolina Jurisdiction Church of God in Christ, for use of the property described above for meetings and other activities. NOW, THEREFORE, in consideration of South Carolina Jurisdiction Church of God in Christ permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

1. Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges South Carolina Jurisdiction Church of God in Christ and its directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.
2. ACCEPTANCE OF RESPONSIBILITY: I/We 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 which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the Jurisdiction (a copy including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.7

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For the Jurisdiction:**

Request Approved

Request Denied

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Office Use Only:

Reservation Confirmed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit Received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condition of Facility after the Event:

 Clean / Undamaged

Clean-up needed (number of janitorial hours \_\_\_\_\_\_\_\_\_\_ x $20/hour)

Damage Noted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deductions from Deposit:

No Deductions

Janitorial Fee of $\_\_\_\_\_\_\_\_\_\_\_\_\_

Repair Costs of $\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount to be Refunded: $\_\_\_\_\_\_\_\_\_\_\_

Refund of Deposit Requested on \_\_\_\_\_\_\_\_\_\_\_

Refund Check Mailed on \_\_\_\_\_\_\_\_\_\_\_\_