

Johns Creek
PRESBYTERIAN CHURCH



Facilities Usage Guidelines

Established by the Operations Ministry Team
January 2008

Use of Property Policies and Application for Use of Property Johns Creek Presbyterian Church

1. Organizations allowed use of Johns Creek Presbyterian Church facilities should have policies, beliefs, and values that are consistent with our beliefs. The Operations Team Leader and the Sr. Pastor must approve all requests for property usage in advance.
2. Rental of space is intended for non-profit groups and for social functions (i.e. weddings). For-profit groups may be considered, and require same approval process.
3. Areas of the church that are available for rent include: outside grounds and parking lots, softball field, friendship hall and kitchen, chapel, and second floor meeting rooms.
4. Scheduling of facilities use may be approved only when requested times do not interfere with currently scheduled JCPC activities. All requests must be presented to the Administrative Assistant or the person in charge of the church calendar, to avoid double-booking space.
5. A JCPC representative should be present during use of facilities, unless provided exemption by Operations Team Lead and Sr. Pastor in writing.
6. No storage space is available for outside groups except for Troop 2000 and Pack 1000, and AA.
7. Groups must remove all food and food garbage and debris at the conclusion of their meeting.
8. Church musical instruments and sound equipment is not available for use by outside groups.
9. A contract, which includes group contact information, fee agreement, and verification of insurance certificate, must be executed for each group renting from the Johns Creek Presbyterian Church.
10. JCPC retains the right to deny and/or cancel the use of facilities for any reason.
11. Organizations that are exempt from paying rental fees include Pack 1000, Troop 2000, and AA.

**APPLICATION FOR USE OF PROPERTY
Johns Creek Presbyterian Church**

10950 Bell Road
Johns Creek, Georgia 30097
Phone: 770-813-9009; Fax: 770-813-8605

(This form must be completed and on file prior to the use of JCPC property)

Organization Name: _____

Website: _____

Organization Address: _____

Contact Person #1: _____

Phone Number: _____

E-Mail Address: _____

Contact Person #2: _____

Phone Number: _____

E-Mail Address: _____

Date(s) Requested: _____

Hours: _____

Number of persons expected: _____

JCPC representative on-site: _____

Purpose: _____

The applicant agrees to the following conditions for the use of Johns Creek Presbyterian Church property:

1. Users indemnification and responsibilities: See below.
2. Smoking, use of alcohol, and any type of inappropriate or illegal behavior is strictly prohibited.
3. The placing of posters, placards and other materials on the walls is prohibited.
4. The Using organization agrees to return the room to its original condition, including depositing all trash in the dumpster located in the parking lot.
5. The Using organization is responsible for any additional cost for clean-up or repair as a result of its use of the facilities.
6. The rental room may be equipped with tables and chairs, and a whiteboard for use. No other equipment, including lecterns, overhead projectors, a/v equipment and the like are available.
7. The primary use of the rented room is for church related worship, activities, and education. There are several permanent installations and equipment, study materials, etc., that will be found in the rental areas. These are the property of The Johns Creek Presbyterian Church. Please do not touch or move them. Also please keep tables and chairs out of the entryway to the room, and obey local fire ordinances at all times.
8. Other church groups may be using adjacent space (above, below, or to the side). Please be conscious of your noise level.
9. Any supplies found on property are the property of the Johns Creek Presbyterian Church and others. Please do not use them. Please bring whatever you need with you.
10. This room is provided to you at the agreed upon fee (below). If you are charging admission or making a profit from your scheduled activity, the Johns Creek Presbyterian Church will retain 10% of all proceeds.

Rental Area(s): _____

Fee: _____

11. This contract expires ninety days from the date signed below.

USER'S INDEMNIFICATION: Individuals, organizations and all other entities using the space identified as belonging to the Johns Creek Presbyterian Church, (the USER) on a scheduled or interim basis shall indemnify and save and hold harmless the Johns Creek Presbyterian Church, the building owner(s), and its officers, agents, staff, and employees from and against any and all loss, liability, damage, cost and expense, including but not limited to reasonable attorney fees, for injury, death, loss or damage of whatever nature to any person, property or any other claim by the USER or its officers, agents, customers, licensees, invitees or any other person, firm or corporation resulting from the USERS occupancy or use of the premises. In the event that any action or proceeding is instituted against the USER by any reason of any such claim or event, User shall resist and defend such action or proceeding at USERS sole cost and expense or cause it to be resisted and defended by an insurer.

Notwithstanding the above indemnification, USERS that fail to, or choose not to, shall provide for the following responsibilities:

USER'S RESPONSIBILITIES: Individuals, organizations and all other entities using the space identified as Johns Creek Presbyterian Church property, (the USER) on a scheduled or interim basis shall, at their sole cost and expense, carry and maintain for the itself, The Johns Creek Presbyterian Church and the building owne(s), a policy of fire and extended coverage insurance insuring all fixtures, furnishings, equipment, inventory and personal property at any time located upon the premises and all additions, alterations and improvements to the same, against damage and destruction by all causes generally insured against in policies of fire and extended coverage insurance written upon on properties in Fulton County, Georgia in the amount of 100% of the full insurable value thereof, as determined by the insurance company issuing such policies of insurance.

USERS of the space will indemnify The Johns Creek Presbyterian Church and the building owner(s) for all monies, which any subrogation hereunder becomes entitled and cost of reasonable attorney's fees of any claim for subrogation. USERS of the space shall, at its sole cost and expense, carry and maintain, for the mutual benefit of itself, The Johns Creek Presbyterian Church, and the building owner(s), a policy of general liability insurance against claims for personal injuries, wrongful death of property damage occurring on or about the premises with minimum amount of coverage of One Million Dollars (\$1,000,000) on account of bodily injury and/or death of persons and/or account of damage to property.

Renting organization representative: _____

Date: _____

JCPC Stewardship Group Lead: _____

Date: _____

JCPC Sr. Pastor: _____

Date: _____

Additional Notes or Comments:

