

Facility Use Guidelines

Subject: Facility Use Guidelines	Department: Administration
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Revision: 11/03, 6/04, 12/04, 6/05, 4/06, 7/07, 01/10, 9/10, 8/11, 04/12, 01/13, 03/14/, 1/16, 5/19	

Facility Reservation

1. Outside groups are limited to non-profit organizations which are consistent with the ministry philosophy of James Street Mennonite Church (JSMC). Atlantic Coast Conference churches and groups supported by JSMC will receive a 50% discount.
2. Reservations and payments are to be made to James Street Mennonite Church through the church office. Reservations are on a first come, first served basis. **Full payment is due 2 weeks prior to the event.** If payment has not been received, JSMC reserves the right to cancel the agreement. Additional cost may be billed if there is damage or facility is used longer than originally requested or additional services were required.
3. All events are subject to prior approval by Administrator, and may be excluded from donation at discretion of Administrator.

Payment/Fees

1. JSMC attendees are asked to make a minimum **non tax-deductible donation** as follows:
 - a. \$30 for each regular facility use (birthday parties, family groups, etc.)
 - b. \$175 for wedding only, \$100 for reception only, \$275 for wedding and reception
2. Suggested non tax-deductible donation guidelines for non-members using James Street Mennonite Church facilities:

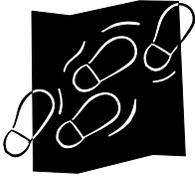
	<u>Up to 5 hours</u>	<u>Over 5 hours</u>
Community Room	\$ 100.00	\$ 140.00
Fellowship Hall	\$ 300.00	\$ 500.00
Fellowship Hall & Kitchen	\$ 500.00	\$ 700.00
Sanctuary	\$ 500.00	\$ 700.00
Classrooms (per room)	\$ 40.00	\$ 50.00 (Fee doubled if building attendant is necessary.)
Nursery	\$ 50.00	\$ 60.00

Usage Policies – all groups agree to the following guidelines:

1. Children must be supervised at all times and must remain in the areas that are being rented.
2. James Street Mennonite Church is declared a weapons-free zone.
3. No smoking or alcoholic beverages are allowed on the church grounds.
4. Music should be church appropriate and should not be audible outside of the church building.
5. Lewd or suggestive dancing, or dancing that threatens anyone’s safety is not permitted.
6. Decorating is permitted providing it does not cause damage and the areas being used are returned to their original state. Removal of sanctuary decorations must be pre-approved by the Worship Arts Coordinator. No adhesives, other than painter’s tape, should be used to hang items on walls, unless prior approval is given.
7. Throwing of rice at weddings is prohibited. Bird seed may be used, but must remain outside the church building.
8. A Building Attendant will be present to open and close the building and to assist with any questions or emergencies, when needed.
9. The church’s sound equipment is only to be operated by a JSMC sound technician. Request for a sound technician is to be made at time of the reservation.
10. Internet access is not available for groups using the facility. If you require internet access, please make other arrangements.
11. The kitchen is not a commercial kitchen and is to only be used for keeping food warm, not cooking or preparing food. Please refrain from using red juice or punch.
12. General clean up is the responsibility of the group holding the event. See the sheet “Cover Your Tracks” for details.
13. The group using the facility must provide their own supplies (paper plates, table cloths, coffee, etc) and is responsible to set-up and tear down the room(s) being used.
14. Limited parking is available during weekday business hours. The spaces directly beside the church entrance are reserved for the businesses adjacent to the church, but are available during weekday evenings after 7 pm. On the weekend, parking is

available on the west side and back. The parking spaces on the east side of the building, facing Mulberry Street are reserved for the apartment tenants at all times. On-street parking is available.

15. **FIRST AID KITS: Located in the Kitchen, Nursery, Community Room and Youth Room.** (Inform the Building Attendant if any supplies are used.)



Cover Your Tracks

A Checklist for Clean-up After Church Use

If you are using our church building for services or events please use the following checklist for clean-up:

During your gathering:

- Wipe all **spills** immediately, especially ones made on the carpet.
- Deposit all **gum** in wastebaskets, not on tables, chairs or benches.
- Use only painter's tape to hang items on wall.

Before leaving the building:

_____ **Replace plants, furniture** or any other items that were moved from their original locations.

_____ Report any **spills or damages** that occurred to the Building Attendant or church office.

_____ **Vacuum** all areas that you used. The vacuum is located in the closet in the kitchen near the oven and to the right of the prayer room.

_____ **Kitchen:** Remove any items brought into the kitchen. Wash any sticky spots with a wet towel, wipe counters, tables and all other used surfaces including the stove and refrigerator.

_____ Place all **trash** in trash bags. **Using the trashcan on wheels**, take trash to the center dumpster at the rear of the building. **Do not carry individual bags as they can leak and damage the carpet.** Do not pile trash on top of or beside the dumpster. The Building Attendant will give direction and help with trash removal.

_____ Please **recycle** all plastic containers # 1 or 2, glass bottles and aluminum cans. Recycling bin is next to the dumpster.

_____ Wipe off the tops of any **tables** that were used.

_____ Turn off all **lights**, including those in the bathrooms.

Our congregation has been blessed with a wonderful facility! When using the building, do your part to be a good steward of this blessing. After use, return the property to a better state than when you found it! Thank you.