

# JOURNEY CHRISTIAN CHURCH BUILDING USE POLICY 1.9

(Effective: December 5, 2021)



**Journey Christian Church**

4600 S. Tracy Blvd #103

Tracy, CA 95377

Tel: (209) 833-8470

Email: [info@journeycc.net](mailto:info@journeycc.net)

# **JOURNEY CHRISTIAN CHURCH**

## **BUILDING USE POLICY – version 1.9**

### **INTRODUCTION**

The primary purpose of Journey Christian Church is to carry out the ministries of the local church. Journey Church has an active ministry to children, youth, adults, and senior adults. Our programs and our people are the top priority when it comes to the use of our church facility. However, Journey still wishes to expand its outreach into the community by offering the use of its facilities.

Building use activities fall under the jurisdiction of the Board of Elders and the Director of Facilities, which manages the use of building facilities. No commitment for building use is finalized until the **Room Use Agreement** has been completed and executed by the Director of Facilities or its designee.

Journey Christian Church has had a number of long-standing relationships with several community organizations. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Availability for ongoing usage is limited, but can be considered in the following order:

- (1) Our first priority is for the program and membership needs of Journey Church. Lesser use priorities are for nonprofit groups that are supported by the church
- (2) Other nonprofit organizations
- (3) Other for-profit organization or individual purposes.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any 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 Journey Christian Church. No activities or advocacy may take place within our buildings or grounds that conflicts with the policies and the practices of Journey Christian Church and the Holy Bible.

Journey Christian Church reserves the right to approve or reject any request as it fits our mission and purposes.

Included in this guide are the following:

1. Steps to Facility Use Scheduling
2. Fees for Facility Usage
3. Rules and Regulations of the JCC Board of Elders
4. **Release and Indemnity Agreement** Form
5. **Room Request** Form (attached Publications/Room Request Form)

## STEPS TO FACILITY USE SCHEDULING

1. Fill out a **Room Request Form**. One is attached with this guide or you may obtain one from the church office or at our website: [www.Journeycc.net](http://www.Journeycc.net) under the Events tab.
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
3. **Return the completed Room Use Agreement to the Church Office at least 3 weeks in advance of the event.** The Board of Elders will then evaluate your request and you will be notified if it is approved or not approved. **After approval, applicable fees are due at the Church Office at least 1 week prior to the event.**

## FEES FOR FACILITY USAGE\*

Please note the fee schedule below. Also, be sure to review the Impact Fee schedule following the basic fee table.

**Type A** Non-profit educational and other JCC member activities that are considered an extension of our ministry as evidenced either by financial support and/or annual application through our Elders.

**Type B** Civic & service activities, including musical groups, service clubs, fraternal organizations, ...

**Type C** For-profit organizations, Receptions, Weddings and other one time Special Events.

Room	Type A	Type B	Type C
Office Center	\$200/day	\$300/day	N/A
Student Center	\$200/day	\$300/day	\$450/day
Kid Center – Early Childhood	\$100/day	\$200/day	\$300/day
Kid Center – Elementary	\$100/day	\$200/day	\$300/day
Worship Center	\$400/day	\$500/day	\$600/day
Janitorial/Impact Fee	\$100/room	\$150/room	\$200/room
Technician Fee (Minimum 2 hours – certain activities require multiple techs)	\$50/hr	\$50/hr	\$50/hr

### Notes:

- \* - pricing is subject to change
- \* - building use must not violate the guidelines of the Nylen Properties Tenant Agreement nor Policies of JCC. (NOTE: This includes use of substances, Scriptural beliefs of Journey, etc.)
- \* - JCC members qualify for discounted rates to Type A charges, as determined by JCC.
- \* - Fees for Audio/Visual Technician ARE PAID DIRECTLY TO THE PROVIDERS.
- \* - kitchen use can be granted when requested, but does NOT include any/all supplies and materials stored in the facilities. Lessor is responsible for any/all damages and missing items.
- \$ - Fees are based on daily reservation. Half-day fees can be requested for morning or afternoon use. Some evening use is restricted – especially Saturday evenings.

**For security purposes, a valid credit card number from the Responsible party must be included with the Room Use Agreement.**

**The Worship Center is not available for outside use on Sundays and most Saturday nights.**

Impact fees are charged at the discretion of the Director of Facilities, taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, impact fees may be in excess of these guideline amounts.

# **RULES AND REGULATIONS**

## **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 Board of Elders or Director of Facilities 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. Any setup changes requested by the group are subject to approval by the Director of Facilities and are considered in the calculation of Impact Fees noted above.

## **INSTRUMENT USE**

Permission to use the instruments must be granted by the JCC Worship Director. If the user wishes to have instruments tuned, a craftsman approved by the JCC Director of Music will tune them at the user's expense. Pianos cannot be moved except by permission from the Director of Music or the Director of Facilities.

## **KITCHEN USE**

Permission to use the Kitchen facilities can be granted as requested on the application, but does NOT include supplies and materials of the Church. Any missing, damaged or misused items will be charged to the user, with appropriate penalty fees. Please respect the church's facilities and supplies.

## **MOVEMENT OF FURNITURE**

Furniture cannot be moved except by permission of the Board of Elders. Tables & chairs are permitted to be arranged as desired, but must be returned to their original locations.

## **WORSHIP CENTER SOUND AND/OR VIDEO SYSTEM**

The Worship Center sound reinforcement or video recording systems may be made available upon request. The systems may only be operated by the JCC Worship Center systems technicians (at a cost as listed) or by technicians pre-approved by the Director of Facilities. Group-provided sound, recording, or video equipment may not be attached to church systems (including the electrical system) through cables or connectors without prior approval.

## **SMOKING POLICY**

All members of all groups using our facilities shall abide at all times by a "no smoking" rule on church property. Violation of this rule is sufficient ground for a church staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

## **ALCOHOL POLICY**

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

## **NO GAMES OF CHANCE**

Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

## **SUPERVISION OF CHILDREN AND YOUTH**

This church has adopted the policy of **Safe Sanctuaries** 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 must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults present must be currently certified in First Aid and CPR.
- The adults involved with the children must receive annual training related to child abuse prevention.

Any questions regarding this policy should be directed to the Director of Facilities.

## **NURSERY USE**

The nursery facility may be available by arrangement at least 2 weeks prior to the event by contacting the Journey Church Education Committee through the church office. Our safety standards require that two nursery care providers must be present to operate the nursery. At least one of these must be a Journey Church qualified caregiver; both must be adults over the age of 18.

## **FOOD AND DRINK**

All other food and drink requires approval in advance as noted in the ***Room Use Agreement***.

## **DECORATIONS**

All decorations require prior approval of the Director of Facilities or designee. Decorations may only be attached to wooden trim, and wooden doors with painters blue tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

## **STARTING AND ENDING TIMES**

- Monday through Friday from 8:30 AM. through 9:00 PM.
- Weekends from 9:00 AM. through 6:00 PM.

The building must be completely cleared not later than 10:00 PM on weekdays or 6:30 PM on weekends to allow the building to be closed promptly. Exceptions to these times must be approved in advance by the Director of Facilities and will be subject to a custodial surcharge.

## **STORAGE**

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for the storing of their materials offsite.

## **BICYCLES AND SKATEBOARDS**

No sport bicycling or skateboarding is allowed on church property. No bicycles or skateboards are allowed inside the church facility.

## **PARKING**

Parking in the church parking lot or designated handicapped parking spaces 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 certain spots that may be 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 within the facility. 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.

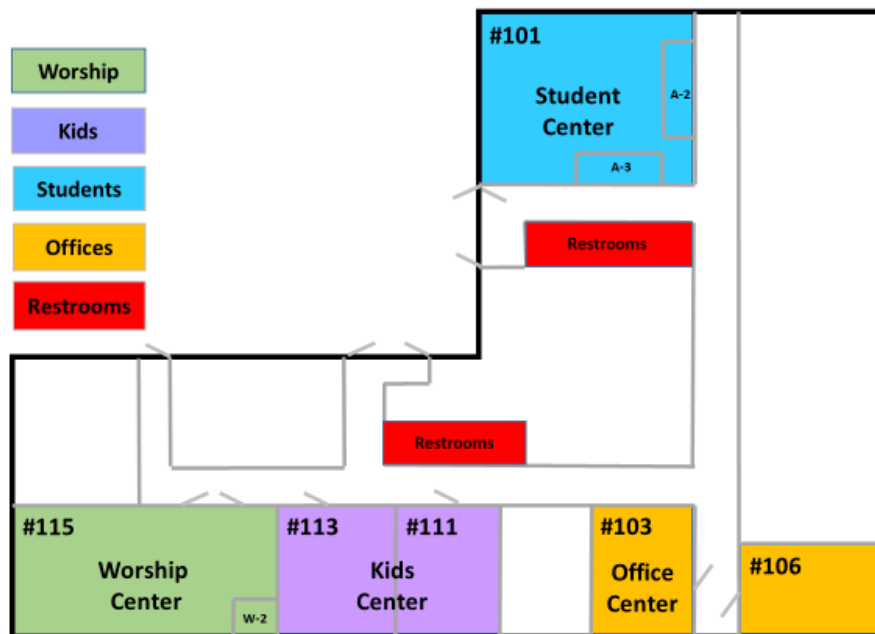
## FINAL DECISIONS

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 Board of Elders or the Director of Facilities shall decide the matter and all individuals and groups shall abide by their directions or forfeit immediately the use of any part of the facility without reimbursement. Arrangements for access into the church facility will be made upon approval of the Room Use Agreement.

## EMERGENCY SCHEDULING CONFLICTS

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

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E-Mail: [office@Journeycc.net](mailto:office@Journeycc.net)



# Release and Indemnity Form

This **Release and Indemnity Agreement** is between the above-named organization ("Organization") and Journey Christian Church ("church").

## RECITALS

- The church is the owner of the property and improvements located at 4600 S. Tracy Blvd, Suite 101, 103, 111, 113, 115 ("Property").
- The Organization desires to use the property described above for meetings and/or other activities.

## AGREEMENT

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

1. The Organization hereby releases, discharges, and covenants not to sue the church or its Elders, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization's use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against the church or its Elders, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization's use of the Property, the 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. The 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 and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Elders, and I hereby consent to the Release and Indemnity Agreement.

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

VISA/MC# (RQD): \_\_\_\_\_

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

Expiration Date: \_\_\_\_\_

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

Billing Address: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

## FOR OFFICE USE ONLY

ROOM USE CATEGORY: \_\_\_\_\_

Request Approved: • \_\_\_\_\_

Request Denied: • \_\_\_\_\_

Agreed Upon Fees : \$ \_\_\_\_\_



## Room Request Submission Form

Please complete this form in its entirety and submit to the Publications office

**DUE MONDAY AT LEAST TWO (3) WEEKS PRIOR TO EVENT**

Email: [Publications@journeycc.net](mailto:Publications@journeycc.net)

fax: 209-833-8471

Drop off at Office or Welcome Center

Dept/Ministry/Person: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**EVENT DESCRIPTION** \_\_\_\_\_

**PUBLICATIONS INFO (if needed):**

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Publication Date: \_\_\_\_\_

**MINISTRY CENTER RESERVATION INFO:**

Event Day & Date: \_\_\_\_\_

Time w/set-up & clean up: \_\_\_\_\_

**Room(s):** Student S-1 ☐ S-2 ☐ S-3 ☐  
 Kid K-1 ☐ K-2 ☐  
 Worship W-1 ☐ W-2 ☐  
 Office #103 ☐

**Announcement description** (be clear & specific, provide other website addresses/materials, attach anything as needed): **NOTE: Subject to editing.**

Setup JCC Online Registration? ☐

Max # participants \_\_\_\_\_ Reg Amt \$ \_\_\_\_\_

Additional Info on Registration:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Materials Needed (i.e. Tables, Chairs, Proj, DV)

### Office Use Only:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Publications: _____ | <input type="checkbox"/> Web Calendar/Facebook _____ | <input type="checkbox"/> Reserved Rm Calendar: _____ |
| <input type="checkbox"/> E-News              | <input type="checkbox"/> JCC App                     | <input type="checkbox"/> Table / Display             |
| <input type="checkbox"/> Program             | <input type="checkbox"/> Event System                | <input type="checkbox"/> QR Code                     |
| <input type="checkbox"/> Announce Slide      | <input type="checkbox"/> Welcome Center              |  |
| <input type="checkbox"/> Website             |  |  |

Date Received: \_\_\_\_\_

Reviewed (✓): \_\_\_\_\_ Date \_\_\_\_\_

Received by: \_\_\_\_\_

Approved: (Signature) \_\_\_\_\_

(Copies to: Minister, Publications, Events, Welcome Center, Production, Finance)