

WELCOME TO JOHN KNOX PRESBYTERIAN CHURCH

Expectations for Use of Facilities by Outside Groups

We are pleased that you are considering use of our church facilities for your organization or event. We consider our buildings and our church campus a gift from God for the good of our community and we trust that as you use them, you will treat them with care and respect. We do require a minimal fee which covers utilities and rental of the space plus a fee for our Facilities Coordinator to meet with non-members. The event's sponsor or organizer is responsible for providing a security deposit as well as the fee, and for paying for any damage or extra cleaning costs should the need arise. The times and spaces for use can be scheduled through our office manager, Katie Grant. **Your event will not be placed on our calendar until the deposit is paid and approved by the Event Coordinator.** The Event Coordinator will contact you within 3 business days after receiving your application and deposit.

The following regulations apply:

1. The group must set up tables and chairs needed for the group. When the meeting is finished, **they must return the facility to the same way they found it (same number of tables/chairs and clean).**
2. No food or drink is allowed in the carpeted areas including the nursery, classrooms, church office and sanctuary.
3. Leftover food items are to be taken with you or disposed of. Do not leave them on the premises because they attract rodents and other pests. This includes craft items such as pasta, rice or beans.
4. All garbage must be bagged, tied, and placed in the dumpster located at the back of the Education Building.
5. **No games of chance may be played and no alcoholic beverages may be served on Church property without prior approval of the Session. No political campaigning will be allowed.**
6. No smoking is allowed in any building. Smoking is permitted outside in designated areas only.
7. No animals are allowed in any of our buildings. There may be some exceptions in the Education Building only, however, you must discuss this with us prior to your event and may need to obtain session approval.
8. **Please do not attach decorations with pins, nails, tacks or any type of transparent tape to any of the furniture, floors or walls.** You may use painters tape only on the floor if needed to mark spaces. Command strips may be used if needed. Tablecloths are highly recommended.
9. The commercial dishwasher and stove may be used **only** with prior approval and instruction.
10. Air conditioning and heating thermostat should be returned to 80 degrees for the summer and 65 degrees for the winter. Please do not adjust the thermostat more than 30 minutes before the start of the meeting.
11. Be sure that **all doors are securely shut and locked before you leave the building.**
12. You may be billed, in addition to losing your deposit, for any additional damages that require carpet cleaning, trash removal, extra custodial help and/or repairs to property.
13. In order to receive member rates for the facility usage, the JKPC member sponsor must attend throughout the entire event.
14. All groups using the facility will be assigned a liaison person from the congregation.
15. Once your date is approved, we will do our best to honor it. However, emergencies do arise within the congregation, such as a funeral. If we need to change your scheduled date, we will give you as much notice as possible.
16. **A \$250 minimum deposit will be required to reserve your event.** Events that are cancelled less than 48 hours prior to the date reserved may be subject to a \$100.00 cancellation fee.

FEES FOR USE OF FACILITIES

A SECURITY DEPOSIT of \$250.00 per week minimum (“per week” includes anything from 1—7 days within a consecutive 7 day period) will be required of all persons and/or groups wishing to use the Church facilities. Your event will not be placed on our calendar until the deposit is paid and approved by the Event Coordinator. In the event that you need to cancel less than 48 hours prior to your event, a \$100.00 cancellation fee may be retained from your deposit.

All fees below entitle applicant up to but no more than 8 hours per event including set up and clean up. Events that go over the allotted time will be charged an additional \$50.00 per half hour.

<u>Fee Schedule</u>	<u>MEMBERS</u>	<u>NON MEMBERS</u>
Fellowship Hall only	\$ 60.00	\$300.00
*Facilities Coordinator	\$ 50.00	\$ 50.00
Fellowship Hall & Kitchen (Organizations must provide their own kitchen supplies and food and use the kitchen for minimal preparation, cooking and serving.)	\$ 80.00	\$400.00
Large classroom, nursery, Youth room	\$25.00	\$75.00 per room
Small classroom	\$15.00	\$50.00 per room

*In addition to each of the above building fees, there will be a charge for a Facilities Coordinator to meet you to unlock the church, adjust thermostats and give any instructions necessary at the beginning of your event. The Facilities Coordinator will then return at the end of your event to be sure you have completed items on the Building Use Check List. The fee for the Facilities Coordinator is an additional \$50.00 and is mandatory. **All fees are due one week prior to the event.** If writing a check, please make the facilities coordinator check out directly to that person. All other fees will be made out to John Knox Presbyterian Church.

The Security Deposit covers damage or failure to clean up the facilities. If your group fails to follow the policies on page 1, causes damage to JKPC property or fails to clean, the entire deposit may be forfeited. If there is no problem or cancellation less than 48 hours prior to the event, the deposit will be refunded within two (2) weeks.

The Sanctuary is available to members only or with the permission of the JKPC Session.

Definition of Member: Active member for at least three (3) months or the child or grandchild of an active member. Church members requesting use for outside organizations or individuals are subject to non-member fees **unless the member is present for the entire event including set up and clean up.**

I have read and agree to the policies regarding rental of the facilities at John Knox Presbyterian Church.

Signature

Date

JOHN KNOX PRESBYTERIAN CHURCH
Application for Use of Facilities

Individual/Organization _____ Non-Profit: Y N

Type of Event _____

Contact/Responsible Person Name _____

Address _____

City _____ State TX Zip _____

Day Phone _____ Night Phone _____ Cell Phone _____

E-mail address _____

TDL# _____

Space Requested _____ Expected # of attendees _____

Initial Day/Date _____ Recurring on _____ **

Time of Event (from) _____ (to) _____

Additional time needed for set up, decorating _____

Fees/Date Collected: \$ _____ Deposit/Date Collected: \$ _____

Check#/Cash/Money Order _____ Check #/Cash/Money Order _____

I have read the Rules and Regulations governing the use of John Knox Presbyterian Church facilities. I agree to all of the conditions and in signing this application, acknowledge that I have the authority to do so and accept responsibility for my group or organization.

Signature

Date

JKPC Sponsor Signature

Date

(JKPC member must attend entire event in order to receive member fees)

Facilities Coordinator: _____

** Short term uses agreement may be required

REVISED 07/2022