



JENISON BIBLE CHURCH
 6360 14th Avenue
 Hudsonville, MI 49426



Building Use Application - Non-Church Function

Date Submitted: _____ Group: _____

Name: _____ Home Phone: _____

Email Address: _____ Cell: _____

Address: _____

We hereby request the Board of Deacons of Jenison Bible Church to approve the use of the church building for the purpose of _____(event).

Set-up Date /Time: _____ Event Date /Time: _____

Hours Of Use:

Sanctuary _____ Youth Area _____

Fellowship area (N104 & N105) _____ Kitchen _____
(Additional usage fee of \$25 applies. See Note 4)

Outdoor Facilities _____ Other _____

We will require the use of the auditorium sound system. Yes No
 We will require a custodian to clean up after our event. Yes No
 We will require a code to open the building.* Yes No

***If "yes", please call the church office one week prior to your event to have a code assigned to you.**

We will obey the following listed requirements:

1. There will be no smoking permitted or alcoholic beverages served or consumed by anyone on any part of the church property at any time before, during, or after these events.
2. If you require a custodian to clean up after your event, a fee of \$100.00 will be charged. You will also need to be fully out of the church building by 6:00 pm on a Saturday to allow ample time for the custodial cleaning. Otherwise, see point 7 below.

Please see reverse side.

3. If you require a sound system operator, the fee charged will be \$75.00.
4. A refundable \$75 deposit is required at the time the application is submitted to reserve the date and to cover any additional janitorial expenses. In addition, a non-refundable \$25 usage fee is required at the time the application is submitted. The usage fee will increase to a total of \$50 if either or both kitchen(s) will be used.
5. The applicant will handle the arrangement, rearrangement and/or storage of all church furniture and decorations moved during the event.
6. The applicant will not hold Jenison Bible Church responsible for any equipment and/or personal property which is lost, stolen or damaged during the event.
7. The applicant will be responsible to fully clean the area(s) of the church used after the church is cleaned for the week (Friday night or Saturday - cleaning list follows).

Areas of the church that need to be cleaned if you are cleaning up after your event.

1. Vacuum any areas that were used.
2. Empty all wastebaskets used and take the trash out to the dumpster.
3. Clean the kitchen if used:
 - Counter tops
 - Clean the stove if used.
 - Sinks
 - Floor (clean up any spills and crumbs)
 - Empty waste baskets
4. Clean all the bathrooms that were used:
 - Make sure the toilets are flushed
 - Clean toilets
 - Clean the sinks and counter tops
 - Empty wastebaskets
 - Clean the floor, if needed
5. Nursery Area:
 - Vacuum if needed
 - Empty trash
 - Empty diaper pails
 - Clean bathroom
6. Rooms #N-104 & N-105 (next to the kitchen)
 - Put chairs back for Sunday school (see diagram in kitchen)
 - Vacuum
 - Empty Trash
 - Wipe or mop ceramic tile

Comments and/or special conditions: _____

Signature: _____ Date: _____

**Note: The \$75.00 deposit in addition to the use fee
must accompany this form in order to receive approval.**

Below for Office Use Only

Church Calendar Checked: _____ Janitor's Review: _____

Deacons' Approval: _____ Date: _____

Assigned Sound System Operator (if required) _____

Assigned Duty Deacon (if required) _____

Deposit Received: _____ Deposit Returned: _____

Custodial Fee Received: _____ Usage Fee Received: _____