

APPLICATION FOR USE OF CHURCH FACILITIES

St. John A.M.E. Church
229 Church Street
Huntsville, AL 35801

SCHEDULE OF CHARGES (Check items below which apply)

Facilities Desired	Cleaning DEPOSIT	Damage DEPOSIT	Facilities USE FEE
Sanctuary	\$100.00 _____	\$150.00 _____	\$150.00 _____
Fellowship Hall only	\$100.00 _____	\$100.00 _____	\$100.00 _____
Fellowship Hall and Kitchen	\$100.00 _____	\$200.00 _____	\$200.00 _____
Classroom No. (each)	\$50.00 _____	\$ 25.00 _____	\$ 25.00 _____
Equipment:	Piano _____	Organ _____	
	Tables _____	Chairs (Folding) _____	
Other (Specify) _____ Member: Yes / No _____ Referred by: _____			

Applicant's Name or Ministry Lead _____

Address _____

City, State, Zip _____

Telephone Number _____

Email _____

Event being held _____

Number of Persons Expected _____

Date(s) Requested _____

Time Duration: _____ Event Beginning time: _____ Ending time _____

(Time Duration to include setup, photography, breakdown, cleanup etc)

INDEMNITY: For and in consideration of the use of the facilities of the **St. John A.M.E. Church of Huntsville, AL**, applicant, its/their/his/her members, agents and employees, each hereby does AGREE and ACKNOWLEDGE to indemnify, release, and hold harmless **St. John A.M.E. Church of Huntsville, AL**, its members, congregation, trustees, employees and agents from judgment, costs or expenses (including any and all attorney's fees), of every nature for injuries to persons, properties or either or both, arising out of or occurring in or about or in any way connected with Applicant's use of the facilities of **St. John A.M.E. Church of Huntsville, AL**.

Applicant (*Signature*) _____

Date _____

The applicants' signature denotes that he / she has read and agrees to the usage policies found in the St John A.M.E. Church '**Terms of Use Agreement**'.

OFFICIAL USE

Calendar is Open

Yes _____

No _____

Remarks _____

Pastor / Approving Board Representative _____

Date _____

Terms

Terms of Use

As a service to its members and community, St John A.M.E. Church wants to make our facilities available for groups and special events. These policies are to help clarify the responsibilities of the church staff and those groups, families, or individuals who desire to use the church facilities. The policies and procedures represent a dynamic document subject to change at any time, if after due consideration, the Board decides that an alteration in policy is necessary.

Principles of Use

1. The philosophy underlying policies for building use is that all church facilities shall be used to carry out the basic purpose and mission of the church as stated in our purpose and mission statement.
2. Any event that requires the use of facilities that are not open to general public during normal office hours must be approved through the church office. All events, visitors, and members not having or requiring a reservation must check in with the church office prior to using the facilities.
3. Use of any facilities shall be done in conformity with city fire and safety ordinances. These provide for the prohibiting of smoking and overcrowding in church facilities.
4. The facilities must be used in accordance with Christian teachings and in a responsible manner. No smoking, alcoholic beverages, drugs, or other illegal substances or lewd activities are to be performed.
5. The buildings and grounds will be left in the same condition as found. All property must remain in the same location and condition as before arrival. All lights should be off inside the building and all doors locked when you leave. The requesting group is responsible for all cost of breakage or other damage done to property during their time of reservation.
6. Facility use is limited to the approved time requested on the reservation form. Access to facilities will not be allowed preceding or following scheduled event. Please be sure to include set-up and clean-up time in your reservation request.
7. No keys or alarm codes for the building will be given out. A staff or church member will be assigned to unlock and lock needed areas of the building.
8. Use by Un-sponsored Persons/Ministries - The reservation of facilities by non-church members is limited to approved non-profit and/or ministerial organizations that adhere to our policies.
9. Non-profit organizations is limited to recognized non-profit, charitable organizations with tax-exempt status (religious, church or welfare)
10. All non-profit organizations are asked to have their own insurance for the requested usage. Organizations must fill out the Building Use Agreement and provide proof of insurance.
11. Non-profit organizations using the church building will be asked to make a deposit to cover the cost of utilities, maintenance, and supplies. Additional costs for custodial services required will be charged if the buildings and grounds are not left in a clean and orderly condition. There is no storage space available. Please be prepared to bring all necessary equipment with you.
12. Church members using the reserving the facility for special events such as birthdays, anniversaries, etc. will be charged the standard facility usage fees as prescribed below.
 - a. The daily deposit and fees for facility use include:
 - b. Mandatory Fee: Cleaning- \$20.00 per occurrence
 - c. Mandatory Fee: Security \$20.00 per occurrence
 - d. Standard Fee: Equipment Set Up- \$20.00 (tables/chairs)

- e. Standard Fee: Kitchen & Paper Goods- \$20.00
- f. St John A.M.E. Church reserves the right to change or add fees and/or refuse reimbursement of security deposit based upon extended facility usage, damages rendered, and other issues not described by this policy.
- g. Security Deposit- \$150.00

Reservation Procedures of Facility and Property

1. Application Process - All requests for use of the facilities by a member or a non-member must be submitted through the Administrative Assistant's Office to the appropriate Board for approval. A master schedule of activities and room usages should be maintained in the Church office. (See '**Application for Facility Usage Form**').
 - a. Requests for a reservation must be made personally by the person requesting use of the facility. This same person is responsible for all charges and the enforcement of all rules. All requests are subject to approval based upon the church calendar, availability, and reason for use.
 - b. The requests for room reservation and/or facility use must be made at least 45 days prior to use. (This will allow sufficient time for staff to properly process the request).
 - c. Priority of facility/property use will be as directed in section 200.1 Facility Use.
 - d. Please allow 10 business days for your application to be processed. You will be contacted regarding the approval or denial of your request.
3. The Administrative Clerk will check the church calendar to verify that the date requested is open for organized activities and forward form(s) to appropriate Board for review.
4. Based upon Board approval, the Secretary will notify applicant and finalize schedule identified.
5. All charges must be paid at the time the application is made. **The applicant must assume financial responsibility for any damage to any and all facilities such as careless attachment of decorations, breakage of equipment or utensils and other abnormal wear or damage.**
6. Programs described as profit-making projects will not be permitted in any of the church facilities unless approved.
7. No intoxicating beverages, no tobacco products, or games of chance will be permitted. Event capacity will not exceed the capacity for which the room was designed.
8. Hardships situations may be considered and approved by the Pastor / Board of Trustees given that alternative steps have been taken to re-schedule and notify all appropriate persons with changes.
9. Deposits fees assessed are refundable when facility condition satisfactorily meets the approval of the Trustee Board representative. Deductions will be made from the assessed fees for the following: stains, loss or breakage, excessive time required for cleaning and caretaking. All applicants are responsible for all damages over and above the amount of the paid deposits.

Terms

Usage of Facility and Property

1. Tables and chairs will be made available to current church members for off campus events as approved by availability. The usage of church property must be used in a manner of respect for said property.
2. Application Process - All requests for the use of the St John A.M.E. Church property must be handled through the application process by using the reservation form(s) found in the Church Office.
 - a. The requests for tables/chairs must be made at least 30 days prior to use. (This will allow sufficient time for staff to properly process the request).
 - b. All requests are subject to approval based upon the church calendar, availability, and reason for use.
 - c. Priority of facility/property use will be as directed in section 200.1 Facility Use.
 - d. **Please allow 10 business days for your application to be processed. You will be contacted regarding the approval or denial of your request.**
3. Security Deposit - A standard security deposit of \$25.00 will be required for the use of tables/chairs.
 - a. The applicant is responsible to reimburse the church for the replacement or repair of damaged property.
 - b. If equipment is not returned within allotted time the applicant will be penalized and the security deposit withheld from reimbursement.