

Building Use Policy
Boones Creek Christian Church
305 Christian Church Road
Johnson City, TN 37615

Please read this policy then complete the Building Use Request Form online. You may address any questions to Bruce Holley at bruceholley@boonescreekcc.org

Allow a minimum of 2 weeks (some requests may take longer) from submission date for consideration of request. This form is VOID after December 31st of the current year for recurring events. A new request must be made for each upcoming year. A requested event is not scheduled until the Building Use Request Form has been completed, including a \$20 deposit (when applicable). When the event is approved and placed on the church calendar, a confirmation will be sent to the contact person.

OUR CORE VALUES

God is supreme.

Preaching is the means by which God chose to present His message of salvation to the world.

Worship is all about God and not about us.

Prayer is the activity by which forgiven man communicates with God who is righteous for the purpose of knowing His will.

The Bible is God's authoritative Word for our lives.

Missions is living and supporting the gospel within our realm of influence.

The Christian Life is lived out within a community of like believers and encouragers.

WHAT WE BELIEVE

What we believe about the Bible

- The Bible is the Word of God. (1 Corinthians 2:7-14; 2 Timothy 3:16; 2 Peter 1:20-21).

What we believe about God

- God is the creator of this world and the universe (Genesis 1:1 - 2:25; John 1:1-4).
- God exists as the Father, Son and Holy Spirit (Matthew 28:19; John 14:16-26).
- God sent Jesus Christ into the world to save sinners. (Isaiah 53:1-6; John 3:16; Romans 5:8; Ephesians 1:3-6).

What We Believe About Jesus Christ

- Jesus Christ in the flesh was both God and man.
- He lived a sinless life.
- He revealed the mind of God.
- He was crucified, died as the penalty for our sins and was raised from the dead.
- He is head of the church and stands as our advocate.
- He is coming again.

(Philippians 2:5-8; Luke 1:26-35; Hebrews 4:14-15; 1 Peter 2:21-24; 1 Corinthians 15:3-5; Acts 1:9-11; Ephesians 1:18-23; 1 Thessalonians 4:15-16; John 14:1-6)

What we believe about salvation

- Man's relationship with God has been broken by sin.
- We can be restored to a relationship with God only through the blood of Jesus Christ.
- This restored relationship is based on God's grace, not our efforts.
- God invites us to accept His gift of grace through faith in and an obedience to Jesus Christ.
- Visible response of our faith in Jesus Christ are a repentant life and Biblical baptism.

(John 3:1-21; Acts 2:37-39, 8:26-39, 10:1-48, 16:11-34, 22:2-16; Romans 3:21-31, 5:6-11, 6:1-23; 1 Corinthians 6:9-11, 15:1-58; Galatians 3:13-14; Ephesians 2:8-9; Hebrews 9:11-14, 10:10-13; 1 Peter 3:18; 1 John 1:8-10)

What we believe about life filled by the Holy Spirit

- The Holy Spirit lives in the life of the Christian (John 16:8-11, 13-15; Acts 2:38, 5:3-4; Romans 8 and 9).
- The Christian is enabled to grow in spiritual maturity (Ephesians 4:11-16; Colossians 1:9-12, 3:12-17).
- At death, the Christian's spirit departs to be with Jesus Christ and live forever in the presence of God (Luke 16:19-31; 1 Thessalonians 4:13-18; 1 Corinthians 15:1-58).

Our mission is to bring people into a loving relationship with Christ and teach them from within a loving community to boldly live Spirit-filled lives that daily glorify the God we worship.

All event requests are measured for alignment with this mission.

Event Policy

Events that take place at the BCCC facility must not be in opposition to the Core Values, Beliefs, and Mission of the church. Because we receive a large volume of requests to use our facility, priority will be given to church-sponsored events and events that help carry out our mission.

NOTE: Ministry sponsorship is not limited to financial support but can also include the coordination and oversight of the event. Outside organizations will be asked to pay a fee to cover the costs, as per the attached fee schedule.

Reservation Procedure

- The person responsible for an activity will submit a Building Use Request Form in sufficient time to have the activity placed on the church calendar - preferably three months, and not later than 2 weeks, in advance of the request date. The Building Use Request Form is found on the church website and is submitted electronically.
- Church Administration will evaluate the request, ask for further information, if necessary, and approve or decline the request. Approval or declination will be confirmed by provided via email only. No event will be reserved or placed on the church calendar until the Building Use Request Form and deposit (if applicable) have been received.

Fees

BCCC ministries, other church-supported ministries, and members may use the facility for personal use without fees. For all other events and use by outside groups a fee for building use will be required to assist in covering costs. Whether or not a fee is charged is based upon the group using the building, not the person making the arrangements (i.e. a member can arrange building use for an outside group and a fee will be charged to the outside group.) Please make checks payable to BCCC and denote "Building Use" on the memo line of the check. The required deposit is refundable or applied to the total fees. The current fee schedule is included at the end of this policy.

Room Setups

All rooms have been designated with a standard room setup. Any setup changes requested by the group are subject to approval by Church Administration. Setup and cleanup are the sole responsibility of the person and/or group using the facility. Any room change must be set back up to original setup after use. All trash must be taken out and placed in outside dumpster.

Smoking Policy

All members of all groups using the facilities shall abide at all times by a 'NO SMOKING' rule in all parts of the building, including corridors, restrooms, outside courts, and all parking areas. Violation of this rule is sufficient grounds for a staff member to withdraw immediately any group's use of the facilities and/or deny use in the future.

Alcohol / Drug Policy

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including outside courts and parking areas.

Child Care

Our safety standards require that a minimum of two child care providers must be present to provide care for children. Both must be adults, age 18 or over. Any child care provided must abide by state regulations of adult to child ratios. Care providers must also have passed a background check. This is the responsibility of the group using child care providers.

Signage and Decorations

Signs and decorations that are desired must be pre-approved prior to posting along with the means of posting. No tape, tacks or nails are to be used for posting signs or hanging decorations. Any signs or decorations that have been placed either inside or outside of the building are to be removed immediately following the event. Should there be a desire for outdoor advertising or decorating on the church campus, prior approval must be obtained and will not be for more than 1 week prior to event date.

Starting and Ending Times

Any time needed prior to 8 am and after 9 pm must receive prior approval. The building is to be completely cleared by 9 pm. Exceptions to these times must be approved in advance and may be subject to a custodial surcharge.

Emergency Scheduling Conflicts

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

Security

Our church works to maintain a safe and secure environment; 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.

Other Information

- Should a scheduled event be canceled, the church office must be notified during office hours as soon as possible. Failure to do so could result in future requests for building use to be denied.
- The building shall be left in the proper condition for the next group; this includes gym, any classrooms and bathrooms. All gym equipment is to be returned to designated locations at the end of each activity.
- ONLY areas that have been scheduled and approved are to be used.
- Doors are NEVER to be propped open for any reason at any time.
- Doors will be unlocked and locked back based on information provided on request form. Only entrances requested will be scheduled to unlock. Building is NEVER to be vacated prior to requested scheduled door lock time.
- For profit or related events are not eligible for building use.



Building Use Fee Schedule

Area of Building	*Businesses or Other Community Groups/Individuals (Not in other categories)	*Community Groups and Not for Profit Organizations	**Private Use By Church Members	**Church or Church Sponsored or Supported Groups
Individual Classrooms (per each)	\$100	\$50	No charge, but Members may consider a donation to BCCC for 'Building Use.'	No Charge
Koinonia Kafe'	\$200	\$100		
The Warehouse	\$250	\$150		
Youth Building	\$200	\$100		
Gym	\$200	\$100		
<i>additional for tables & chairs</i>	<i>\$100</i>	<i>\$100</i>		
Worship Center	\$1,500	\$500		
Additional for Kitchen Use	\$200	\$100		
Sound & Lighting Charges: charge per hour (3 hour minimum)	\$25	\$25	\$25	\$25
Wedding	(please see Wedding Policy for details)			

**All community events require a security deposit of \$20 and completed request paperwork to reserve the date on the church calendar.*

***All church & church member use requires completed request paperwork to reserve the date on the church calendar.*

