

Facilities Usage Agreement & Application
JourneyEC • Revised 11/2022

1. Rental or usage of any Journey facility requires a qualified Sponsor (cf. #2) using this form and approved by the Church Leadership Team (CLT) in writing prior to the event.
2. The Sponsor must be 18 years or older, and a Journey Member in good standing (50% or more Sunday attendance). Sponsor may not be transferred without prior written approval by CLT.
3. If the event involves minors without their parents present, an approved Mandated Reporter is required during the entirety of the event.
4. For Sanctuary and/or Multi-Purpose Room (MPR) use: If the event is for Journey members, the church is kindly asking for a donation. If either or both facilities want to be used by an active non member, a nonrefundable fee of \$350 is required for each facility. This fee does not include an Audio Technician (required for sound system use), nor does it include an Events Coordinator. All other assistance to help facilitate your event is on a volunteer basis only. It will be the responsibility of the sponsor to coordinate extra help if requested.
5. The Sponsor must remain on campus during the entirety of the event. A key and alarm code will be assigned to the Sponsor.
6. The Sponsor will lock up the facility after use. After completion of the event, the Sponsor will return the key to the church staff. Clean up procedures for member use are available from the church office.
7. The Sponsor is responsible for any and all damages to Journey property (including parking areas and equipment).
8. Any/all damages or malfunction of facilities or equipment, lighting, restroom fixture, etc. shall be immediately reported to the church office.
9. No alcohol, drugs, or weapons are permitted on campus, including the parking lot.

SPONSOR: _____

PHONE: Hm/Cell: _____ Email: _____

Journey Member/Attendee: _____ Non-Member/Attendee: _____

EVENT: Church Related: Yes or No (Circle One)

LOCATION Requested:

FACILITIES to be used for:

DATE Request: _____ TIME Start: _____ TIME End: _____

I, the undersigned Sponsor, agree to all the requirements and responsibilities listed above. I understand that the facilities may become unavailable at any time. Journey EC will do its best to provide advance notice.

Signature: _____ Date: _____

Printed Name: _____

Approval
CLT Signature: _____ Date: _____

Printed Name: _____