



3955 Mt. Read Blvd
Rochester, NY 14616
(585) 865-5505
Fax (585) 865-5533

EVENT DATE(S) _____

APPLICATION DATE _____

JOURNEY CHRISTIAN CHURCH PROPERTY USE APPLICATION
For PROPERTY TAKEN OFF-SITE by a Journey Member or Current Attender only

NAME OF JOURNEY PERSON RESPONSIBLE _____

EMAIL _____

HOME PHONE _____ CELL PHONE _____

LOCATION WHERE ITEMS WILL BE USED: _____

PURPOSE OF EVENT _____

Event type: (check one) ☐ Journey ministry ☐ Journey non-ministry ☐ Non-Journey

TABLES NEEDED: ☐ Yes ☐ No How many? _____ 8' or _____ 6' or _____ 4'

CHAIRS NEEDED: ☐ Yes ☐ No How many? _____ (These may be taken from the gym storage closet only.)

KITCHEN PROPERTY NEEDED: ☐ Yes ☐ No

KITCHEN PROPERTY REQUESTED: _____

AUDIO/VISUAL EQUIPMENT NEEDED: ☐ Yes ☐ No

(I understand that I must contact Rob Robson at least two weeks prior to the event to make any necessary arrangements for a sound tech and for the use of the sound system/audio visual equipment.)

A/V PROPERTY REQUESTED: _____

PROPERTY PICK-UP DATE _____ PROPERTY PICK-UP TIME _____

PROPERTY RETURN DATE _____ PROPERTY RETURN TIME _____

IS A KEYCARD NEEDED: ☐ Yes ☐ No ARE ANY ROOM KEYS NEEDED: ☐ Yes ☐ No

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GYM:

- Sneakers only are to be worn in the gym. Boots, hard soles or black soles, which can mark the floor, should not be worn in the gym area.

KITCHEN:

- All kitchen items/utensils must be cleaned and put away in their original location after use.
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Property Use Application

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Condition of property ☐ unchanged ☐ damaged * _____

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EMAIL _____

HOME PHONE _____ CELL PHONE _____

LOCATION WHERE ITEMS WILL BE USED: _____

PURPOSE OF EVENT _____

Event type: (check one) ☐ Journey ministry ☐ Journey non-ministry ☐ Non-Journey

TABLES NEEDED: ☐ Yes ☐ No How many? _____ 8' or _____ 6' or _____ 4'

CHAIRS NEEDED: ☐ Yes ☐ No How many? _____ (These may be taken from the gym storage closet only.)

KITCHEN PROPERTY NEEDED: ☐ Yes ☐ No

KITCHEN PROPERTY REQUESTED: _____

AUDIO/VISUAL EQUIPMENT NEEDED: ☐ Yes ☐ No

(I understand that I must contact Rob Robson at least two weeks prior to the event to make any necessary arrangements for a sound tech and for the use of the sound system/audio visual equipment.)

A/V PROPERTY REQUESTED: _____

PROPERTY PICK-UP DATE _____ PROPERTY PICK-UP TIME _____

PROPERTY RETURN DATE _____ PROPERTY RETURN TIME _____

IS A KEYCARD NEEDED: ☐ Yes ☐ No ARE ANY ROOM KEYS NEEDED: ☐ Yes ☐ No

If yes, for which room(s)? _____

I HAVE READ the General Rules on the reverse side and agree to the stated terms and conditions. I agree to be responsible for the condition of church property used or damaged. I agree to return any items to their original location and properly cleaned. If any damage or loss occurs during my use of the stated event, I will be responsible for any cost(s) incurred.

Signature of Journey Person Responsible

GENERAL RULES:

- All PROPERTY USE requests are on a first-come, first-served basis for core Journey ministries and are subject to approval and availability. Please do not assume that you have use of items until you receive confirmation that your request is approved.
- Please notify the church office for rescheduling, cancellations, or any other changes.
- You are also responsible to walk throughout the building when the event is over to check that all lights are turned off and all doors are secured. If no one else is in the building, you agree to set the alarm as stated in the building security policy.
- All rooms must be cleaned, straightened, and put back in the order in which they were found and tables and chairs returned to their original location.
- If damage or loss occurs during use of the stated room(s) or equipment; you are responsible for any cost(s) incurred. Breakage or irregularities must be reported to the church office immediately. .

GYM:

- Sneakers only are to be worn in the gym. Boots, hard soles or black soles, which can mark the floor, should not be worn in the gym area.

KITCHEN:

- All kitchen items/utensils must be cleaned and put away in their original location after use.
- Report breakages and supply shortages to the church office immediately.

Please return the completed form to the church office.

OFFICE USE ONLY
Property Use Application

_____ **Has been approved** _____ **Has not been approved**

Property returned _____

Location of returned property _____

Condition of property ☐ unchanged ☐ damaged * _____

***If damaged, please list details and notify the church office.**

Date _____

Signature _____