

# RULES AND REGULATIONS FOR USE OF CHURCH FACILITIES



## 1. STATEMENT OF INTENT

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The grounds and buildings of Jurong Christian Church (JCC) are primarily available for the church members and church organizations engaging in activities approved by the church. Any religious services of the church such as worship services and prayer meetings will always have priority over other use.

It is also part of the mission of this church to encourage and support many other activities, and in no way, are these rules and regulations intended to deny access to the facilities. They are intended to spell out the guidelines under which the church premises and facilities will be made available.

## 2. BOOKING

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- 2.1 Any member or non-member who wishes to host an event in JCC is required to complete and submit a "Facility Booking Form", during office hours from 9am to 5pm, Monday through Friday to the JCC Office. Alternatively, members may submit an online request for bookings for ministry use, through their Head of Ministry or Cell Leader.
- 2.2 The event must be consistent with Christian teaching and beliefs.
- 2.3 All long-term bookings must be renewed before end of each year.
- 2.4 Ad hoc application should be made at least one week in advance. Non-members applying for wedding venue can only be made at the most 9 months in advance.
- 2.5 All bookings are non-transferable.
- 2.6 The applicant should ensure that the necessary permits and/or license that may be required for the purpose for the event are obtained. Proof of approval may be required by JCC.
- 2.7 For members, there is no rental charge for booking of any rooms for ministry use (except for BBQ pits).
- 2.8 The applicant shall indemnify JCC for all costs resulting from the damages or losses to the premises, furniture, fittings and equipment of JCC in the course of the event organized. For members, a security bond of \$250 for the booking of Sanctuary for non-ministry use such as weddings, is payable upon confirmation. For non-members, a security bond of \$500 or 50% of the rental fee whichever is lower for one-time booking or 1 month's rental fee for annual booking, is payable upon confirmation. If

there are no breach of conditions, this amount will be refundable within a month after the event.

- 2.9 JCC reserves the right to withdraw the approval due to any unforeseen circumstances.
- 2.10 Approval will be granted on a case by case basis. JCC has no obligation to disclose any criteria or reason for approval/rejection of the application.

### 3. SOUND SYSTEM AND MUSICAL EQUIPMENT

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- 3.1 JCC does not allow outsiders to operate its AV and lighting systems in the Sanctuary and Multi-Purpose Halls (MPHs). Only authorised AV crew are allowed to operate these systems in the Sanctuary, and JCC members with the know-how are allowed to operate such systems in the MPHs. The applicant must hire our in-house AV crew if the sound and lighting systems are required for the booking.
- 3.2 Applicant is responsible to ensure that all musical instruments are not damaged and put back in their original condition such as wires are coiled back neatly, drum set covered etc.

### 4. DECORATION

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- 4.1 Nothing may be blue-tagged, taped, nailed, stapled, tacked, drilled, hooked, or otherwise affixed to ceilings, painted surfaces, fire sprinkler, columns, fabric, walls, doors or pews without approval from the JCC office. This includes all surfaces throughout the interior or exterior of the building
- 4.2 Any decorations, signages or on-site publicity must be cleared in advance with the JCC office. Approved decorations except the altar flowers, must be removed and cleared on the same day after the event.
- 4.3 Permission must be sought from the Facility Officer for display of banners.

### 5. WEDDING

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- 5.1 Decoration of the church and rehearsal must not interfere with the ongoing and regular church programs.
- 5.2 Decoration should be done on the night before the wedding.
- 5.3 No decorations are allowed beyond the railings ie. within the altar area. Furniture located in the altar area should not be moved. Pews should not be moved without permission from the JCC Office.

- 5.4 Throwing of rice, flower petals, confetti etc. and blowing of bubbles is not allowed in the sanctuary at any time. However, artificial flowers are allowed.
- 5.5 Candles can only be lighted within the altar area.
- 5.6 Inappropriate music and videos that do not glorify God shall not be played or shown. You are to obtain permission from the copyright holder where necessary.
- 5.7 Only the officiating minister and wedding couple are allowed in the altar area. Photographers or videographers are not allowed in that area.

## 6. CAR PARK

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- 6.1 Members and regular worshippers at JCC are to apply for JCC windscreen decals in order to park at the basement on Sundays.
- 6.2 Tenants, guests and visitors are to park at the surface lots (except reserved lots) at level 1. Reserved lots are available to long-term tenants at a monthly rate of \$100, subject to a maximum of 10 lots each.

## 7. FOOD AND DRINKS

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- 7.1 Food and drinks are strictly not allowed to be consumed in the Sanctuary, Chapel, MPHs, Rooms or Roof-top Garden, except the MPH1 and MPH5.
- 7.2 Generally, no alcoholic beverages shall be served in church except under special occasions. In such cases, permission must be sought in advance with the Worker-in-charge of JCC.
- 7.3 Food and drinks may be served only at the designated area(s) approved by JCC. The applicant is to apply for the use of such areas.
- 7.4 The pantry/kitchen must be left in good order and clean with everything in its proper place. Personal items, i.e. dishes, trays, etc., must not be left after the scheduled event.
- 7.5 No littering is allowed on the church premises. Users are expected to leave the facilities and grounds clean and undamaged.
- 7.6 All rubbish and unconsumed food must be thrown into trash bags. Dispose the trash bags by taking it to the rubbish bins located outside the church building on the same day. Trash bags are not provided by JCC.

## 8. CAMP

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- 8.1 Campers are requested to respect spiritual activities that may be taking place in the sanctuary or elsewhere on the church property. This includes the need for privacy and particularly noise levels that are appropriate for spiritual ceremonies.
- 8.2 Sparklers, fireworks, lighted candles and camp-fire are prohibited on the church property.
- 8.3 Barbeque must be held at the designated BBQ Pits. These are available for use by JCC members and longterm tenants for ministry purpose only. A cleaning fee of \$20 is charged for each pit. The reservation of any BBQ pit is only confirmed upon payment of cleaning fee to the JCC Facility Officer.
- 8.4 Males and females are strictly to sleep in separate rooms.
- 8.5 Bathing facilities are to be kept clean.
- 8.6 The respective sectional pastor must be informed of all overnight camps or events.

## 9. GARDENING

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- 9.1 Other than the hired landscape contractor who carries out regular maintenance of the grounds, no one is allowed to add or remove any plants or change the landscape without permission. This is to ensure that the plants remain healthy and the surrounding grounds remain attractive.
- 9.2 However, a small plot of land is allotted for members who are keen gardeners and are committed to maintaining their plants. They are to seek permission and advice from the Gardening Coordinator.

## 10. OTHERS

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- 10.1 Smoking is prohibited on the church premises (including washrooms and outdoor).
- 10.2 Users are required to switch off all lights and air-conditioning, clean the room and lock the door(s) after use.
- 10.3 All evening events must conclude by 11pm and the building must be vacated by 11:30pm. For special events that end after 11:30pm, approval from the JCC Office must be obtained, and a fee of \$20 would be collected and paid to the Facility Officer.