

PA and Projection Systems

Quick Reference and Guidelines for Sharing Church Space

Introduction

The Sanctuary, Family Life Center (FLC), Agape Room, and Chapel feature PA Systems with various capabilities. The FLC, Agape Room, and Chapel also feature video projection systems. These systems are available to church ministries, members, and others in the community for use during their events when using these rooms. However, because these systems require a high degree of technical understanding and an understanding of how JCUMC requires the systems to be operated and maintained for its ongoing ministries and activities, we restrict the use of these systems in all circumstances.

The following guidelines have been formulated to help us manage these spaces in partnership with all the various users of these spaces. Thank you for your attentiveness to these guidelines.

Requirements for Using a PA or Projection System

- Completion of a room reservation form that indicates use of the PA System or Projection System
- Completion of training on the operation of the reserved equipment
- Adherence to all applicable JCUMC policies and guidelines, including the Facilities Use Policy.

Scheduling the PA or Projection System

Please submit a room request to the Scheduling Coordinator using the online Room/Resource Reservation Form as soon as possible when you need a room. Indicate on the reservation form that you will need to use the PA or Projection system in the room.

During the reservation process you may request a specific room, but because of the volume of groups using JCUMC facilities, we may not be able to honor all requests. The Scheduling Coordinator will work with you to identify a room that will suit your needs and help the church remain flexible for all users.

PA and Projection Systems Rules and Restrictions

- The Sanctuary PA system may be operated by approved sound technicians only. The Department of Music and Worship maintains a list of approved technicians who may be

scheduled to be present during events to operate the equipment. A fee may be associated for the services of a sound technician, which will be established at the time of reserving the room.

- PA Systems and Projection Systems in other rooms may be operated by the user provided that the operator is trained prior to the event. Training is scheduled through the Department of Music and Worship.
- Please help us prepare for the next event by storing and resetting equipment to default settings after use.

Breakage and Damage to Church Property

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. We know that accidents happen, but when an outside person or group causes damage, breakage, or soilage that, in the judgment of the Church Administrator, is beyond normal wear and tear associated with responsible use, the outside person or group will be responsible for paying costs incurred by the church in cleaning, repairing, or replacing affected parts of the building, its furnishings, and/or its equipment. We know that accidents happen with church members and teams, too. Internal Ministry users will report damage to the Church Administrator, who will coordinate repair, replacement, or cleaning. Members are welcomed to make a contribution toward repair, replacement, or cleaning when when they believe that damage may have been caused by their own carelessness or negligence.