

CHRIST THE KING EPISCOPAL CHURCH Facility Use Guidelines

The following document provides a brief description how a user can submit a request to use the facilities at Christ the King. Scheduling the Facilities is a 4-step process.

STEP 1. SUBMIT REQUEST

- Schedule requests are to be submitted to the church scheduler by filling out the Application for Use of Facilities Form.
- **It is mandatory to have a church sponsor for all activities.**
- Request may not be submitted earlier than 2 months prior to the event unless the Vestry has approved it.
- This form is available on the website and also at the church. It should be emailed to the church scheduler (dtfralick@cox.net).
- At this point, this is just a request for approval

STEP 2. COMPLETE ADDITIONAL PAPERWORK

- Once the event has been approved, the following must be completed:
 - A written release form must be signed
 - The Facility Use Policy must be signed.
 - The Facility Use donation must be received.
- **After** the scheduler has received the three items, the event will be officially scheduled and will not be removed. If any of the three items have not been received, the facility will not be reserved for the event.
- All events are assumed not to exceed a 5-hour time period unless specified.
- Priorities and Donations will follow the guidelines established by the Vestry (see below).

Priorities:

The following priorities have been established. Any change in priorities will require approval from the Vestry.

Priority	Activity	Donations
1	Church Activity (facilities will be reserved for 24 hours prior to church activities to allow for set up)	No donation required
2	Chartered Groups (Boy Scouts Troop 94/ Cub Scouts Pack 122)	Service Projects*
3	Other Non-Profit Organizations <i>with a Church Sponsor</i> (Girl Scouts, 4-H, Non-chartered Boy Scouts, etc)	Service Projects*
4	Church Member Private Functions	\$35.00 donation

*The Vestry will provide a “wish list” of service projects that can be used help maintain the facility and grounds.

STEP 3. DAY OF EVENT/FOLLOW UP

All events are required to have a church sponsor. The church sponsor is an active member in Christ the King's congregation.

- The church sponsor is responsible providing entrance/exit to the facility (for key control).
- The church sponsor is responsible for following up with the schedule and assuring the Facility Use Policies were followed. This can be achieved by submitting and email or phone call to the Jr Warden or scheduler.

CHRIST THE KING EPISCOPAL CHURCH
Application for Use of Facilities

Date of Application: ____ / ____ / ____

Applicant Information:

Name of Applicant or Organization: _____

Address: _____

Phone Number (Home): _____ (Work) _____

Email Address: _____

Category of Organization (select one):

- _____ Church function
- _____ Chartered Group Function (Boy Scouts Troop 94/Cub Scouts Pack 122)
- _____ Non-Profit Organization with church sponsor
- _____ Church member private function
- _____ Non-affiliated, outside the church, For-Profit Group with church sponsor

Function Description: **Date/Time of Function:** _____

Purpose of Use (give complete description):

Rooms or facilities requested: _____

Kitchen required? To what extent? _____

Number of people expected to attend: _____

Special equipment to be used or other special arrangements needed: _____

Do you carry liability insurance? _____ If so, name of carrier and policy number _____

Or do you have a personal umbrella policy? _____ If so, name of carrier and policy number _____

Church Sponsor:

Name: _____ Number: _____

All events are required to have a church sponsor. The church sponsor is an active member in Christ the King's congregation who is responsible for ensuring/providing the following:

1. The user has submitted required paperwork to use the facility (to scheduler)
2. Facility use donation is paid prior to the event date (to scheduler)
3. The user with entrance/exit to the facility.
4. The user meets all the requirements specified in the Facility Use Policy (follow up to Vestry)

CHRIST THE KING EPISCOPAL CHURCH
Written Release Form for use of Facilities

_____, hereinafter referred to as user, acknowledges receipt of and agrees to the attached Facility Use Policy. User agrees to be responsible for the proper care of Christ the King Episcopal Church facilities, and agrees to pay any damages caused by, or as a result of its use of the facilities.

User further agrees that during its use of the facility, it will indemnify and exonerated and hold Christ the King Episcopal Church harmless from any and all liability, and from all claims for damage, loss, or injury, to members of the public, guests, invitees, officers, or employees, or the property of the user, or any other person, occasioned by, or resulting from the use of the property by the user.

Signature: _____ Date: _____

Printed Name: _____

Title, if an organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Work Phone #: _____

CHRIST THE KING EPISCOPAL CHURCH
Facility Use Policy

1. *User* must have a church sponsor who is responsible for providing the *User* access to the facility. Keys may not be transferred to others without notifying the church.
2. *User* agrees to follow the security system instructions provided to them by the church, and to report to the church any inadvertent alarm activations, or other difficulties encountered with the system.
3. *User* agrees to leave the facilities in a clean and orderly condition upon the conclusion of its activities, and to report damages, problems, or consumables used to the church. This includes, but is not limited to:
 - a. Prompt cleanup of all spills.
 - b. Washing and drying all dishes, flatware or kitchen appliances used.
 - c. Emptying trash containers, and placing fresh trash bags in the trash receptacles.
 - d. Restoring to its original locations any furniture or room dividers that have been moved.
 - e. Using office machines and supplies only as authorized, reporting problems to the church.
4. *User* understands that there is no storage space in the facility for user materials and equipment, including foodstuffs and refrigerator storage, unless specific arrangements have been made with the church. Such items must be removed at the conclusion of its activities.
5. *User* agrees to turn off lights and reset thermostats upon the conclusion of its activities.
6. *User* agrees to provide appropriate supervision and task direction to minors in its group regarding the proper use of church facilities outlined above.

I acknowledge receipt of, and agree to the facility use policy outlined above.

Name of User: _____

Title, if an organization: _____

Signature: _____

Date of receipt: _____