



Christ the King Lutheran Church

Facility Use Policy

Christ the King Lutheran Church (CtK) is an instrument of God's grace. Our vision is to be a vibrant community of Jesus' disciples, empowered by the Holy Spirit to bring God's grace into our world. Our mission is to welcome all and to equip Christian disciples to share God's love and grace through worship, prayer, relationship, learning, giving, and serving. Within our mission, we desire to serve as an outreach to the community and foster relationships with community organizations. This includes making our facility available to individuals, groups, and organizations as provided for by this policy.

This document is for one-time or short-term usage of the facility by church members or outside individuals or groups. You must submit a signed copy of the Facility Use Request Form (page 5) along with a signed copy of the **Facility Use Child Protection Form and COVID-19 Protocol (page 6)**. A copy of the approved Facility Use Request Form will be returned to you.

All requests for facility use are handled by the church office. No commitment for facility use is approved until the Use Agreement has been approved and executed by the Property Committee Chairman and the Sr. Pastor of Christ the King (the Pastor's approval may be delegated to the Church Administrator.) **Please allow four (4) weeks for processing.**

The congregation reserves the right to renegotiate all usage agreements at any time without prior notice.

Building use events fall into one of the following four categories:

- Category 1: Events that are planned and conducted by the CtK Church congregation/organization. Church events such as worship services, meetings, and church-wide events fall within Category 1.
- Category 2: Events that are planned and conducted by CtK members or staff. Examples include weddings, funerals, receptions, parties, anniversary gatherings, dinners, baby showers, bible classes, educational classes or events, social events, etc. that are planned and conducted by CtK members or staff fall within Category 2.
- Category 3: Events that are planned and conducted by public service organizations. This category is for public service events whose objectives are deemed to complement the mission of CtK Lutheran Church. Subjects such as health and wellness, parenting/child rearing, community service, education, good citizenship, vocational skill development, and financial stewardship are examples that complement the CtK mission. An example of a Category 3 events are Boy/Girl Scout meetings and events.
- Category 4: Events that are planned and conducted by non-members. This category is for the general public use not covered in Category 3. Note that non-member weddings are covered by a separate policy that can be secured from the Church Office.

NOTE: All groups in categories two, three, and four are required to sign a Facility Use Request Form prior to using the requested space. **FACILITY USES NOT PERMITTED**

- Events of a partisan political nature are not permitted.
- Events in conflict with the mission and policy of the congregation or the ELCA are not permitted.
- Gambling on church property is strictly prohibited!

PRIORITY IN SCHEDULING FACILITY USE EVENTS

Our priority is to accommodate Category 1 and 2 events. After those needs are met, CtK gives priority to Category 3 -- nonprofit groups whose purposes are complementary to the mission of the congregation. The last priority is to meet requests for general public use (Category 4).

In the event that a memorial or funeral service needs to be held by the church with short notice, previously scheduled events may need to be to be rescheduled or renegotiated.

NO IMPLIED ENDORSEMENT

Approval for the use of the grounds and/or facilities of this congregation does not constitute or imply endorsement of a group, its mission, or its positions. Groups approved to use CtK facilities are not to advertise the event in such a way as to imply endorsement by the congregation.

CONTRIBUTIONS AND FEES

CtK will not charge a fee for members using the church for Category 2 or 3 events. CtK will not charge a fee to non-members for Category 3 events. If an event includes use of the kitchen a fee will be charged (see below).

Voluntary contributions for building use are freely accepted if the event organizer wishes to do so. Contributions can be accepted through the Church Office.

CtK will charge a fee of \$10 per hour for events that are Category 4. If multiple rooms are used, a higher fee may be charged.

CtK will charge a fee of \$75 for use of the kitchen to cover cost of cleaning, utilities, etc.

DAMAGE DEPOSIT for Categories 3 and 4: To protect and ensure the safe-keeping of all church property, groups using the church facility must submit a damage deposit check in the amount of \$100.00 payable to Christ the King Lutheran Church along with all of the necessary forms. The security deposit will be returned to the user at the end of the usage period if the property has been left in satisfactory condition. Users will be liable for damages over and above the deposit.

RULES AND REGULATIONS

1. Church Property. Event planners/users shall not remove or borrow church property without prior permission from the church office. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.
2. Facility Care. Users must leave the church area clean and orderly and return church furniture and property to its designated place. Church furniture and property shall not be damaged. Individuals or groups using the church should leave it as it is found. The custodian will do the vacuuming.
3. Building Entry, Unlocking/Locking Doors and Keys. Users are responsible for locking entry doors after use of the building. Users may request a key for unlocking and locking doors from the Church Administrator. The Church Administrator issues the key to an individual and maintains a record of who is in possession of that key. The user shall not transfer possession of the key to another individual without notifying the Church Administrator. The user is responsible for returning the key to the Church Administrator when the key is no longer needed. (NOTE: If the user loses a key, there is a \$50 fee for replacing the key.)
4. Kitchen Rules. The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster behind the church. Church supplies are not to be used except by church-sponsored activities.

5. Piano, Organ, and Hand Bell Use. Permission to use the piano, organ, and/or hand bells must be granted by the Pastor or Director of Music. Piano and/or organ should not be moved except by permission from the Director of Music and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement.
6. Sanctuary Sound System. The sanctuary sound system may be available for use upon request. The system must be operated by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval. Use must be indicated on the Facility Use Form at the time of submittal. Use is not guaranteed, and no last-minute requests will be granted.
7. Smoking. Smoking is not permitted on church grounds or in its facilities. All members of all groups using our facilities shall refrain from smoking in all parts of the building and grounds including the parking lot, all corridors, and restrooms. This policy applies to all tobacco products and e-cigarettes (vaping).
8. Alcohol. Alcohol usage is to be approved on a case-by-case basis by the Church Council.
9. Building Use. All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing and locking all windows. As mentioned in Item 3 on page 2, if a key is provided, the group or member will be responsible for locking the room/building.
10. COVID-19 Protocol. Christ the King strives to be a welcoming and safe place for all. Here are the COVID-19 protocols in place:
 - a. All table surfaces must be wiped down with antiseptic wipes after use and, as appropriate, before being returned to the storage closet.
 - b. Hand sanitizer must be available for attendees.
 - c. When the transmission risk for our area is "high" or "substantial" we will require masks in the building. When the risk is "moderate" we will request that masks be worn. When the risk is "low" masks will be optional. You can find the current level at:
<https://www.vdh.virginia.gov/coronavirus/see-the-numbers/covid-19-in-virginia/>.
 - d. Please turn them off fans and close/lock the window when you leave the room.
11. Supervision of Children and Youth. The congregation seeks to provide a safe environment for children and youth. **Anyone supervising children on Ctk property must be over the age of 18.** All users of the facility are expected to follow the guidelines of this policy and of the Christ the King Child Protection Policy including the following:
 - a. No fewer than two adults **must** be present at all times during any program or event involving children.
 - b. Adult supervision is required at all times both inside and outside of the church property including the playground and parking lot.
 - c. Children and/or siblings of the group members must stay with the group or under the care of adult supervisors.
 - d. Adult non-members supervising children and youth shall have no criminal history as affirmed by a criminal background record check.
12. Nursery Facility. The nursery facility is not available. **Please do not enter.**
13. Food and Drink. Food and drink is not permitted in the sanctuary. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, tableware, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is to be negotiated on a case-by-case basis.
14. Decorations. Decorations may be attached to the walls or doors with removable fasteners or tape that will not permanently damage the surface (painter's tape). All such decorations must be removed immediately and completely following the event.

15. Emergency Scheduling Conflicts. The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals, weather (rain or snow resulting in flooding or parking lot closures), or infrastructure issues (heating, air conditioning, kitchen equipment failure, power failures). Notice will be provided as early as possible. The congregation is not responsible for any additional cost as a result of cancelations for any reason.
16. Storage. Excess storage is not available for organizations other than church groups, and as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
17. Soiled Carpets, Damage or Breakage. 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. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment and grounds which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved. This is to include damage from poor management of overflow parking, heavy truck traffic in the parking lot or grassy areas, or damage to playground equipment.
18. Security. The congregation works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, and not leave them unattended. The congregation is not responsible for theft or damage to personal property.
19. Final Decisions. In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Council or its delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council's directions or forfeit the use of any part of the facility immediately.

Attachments:

Facility Use Request Form

Facility Use Child Protection Form

COVID-19 Protocol

Any questions or concerns regarding this policy should be addressed to the Congregation Council.

Christ the King Lutheran Church

10550 Georgetown Pike, Great Falls, VA 22066

703-759-6068

www.gflutheran.org

Christ the King Lutheran Church

Facility Use Request Form

Name of Organization: _____ Today's Date: _____
 Name of Representative: _____ Title: _____

Address: _____

Street
City
State
Zip

Home Phone: _____ Mobile: _____ Email: _____

Will you attend the activity/event? Yes No If not, who will be in charge? _____

Address: _____

Street
City
State
Zip

Description of Activity/Event: _____

Date(s) of Activity: _____

One time Weekly Bi-weekly Monthly

	Space Requested	# Attending	Hours	Fee
	Sanctuary sound system needed:			
	Fellowship Hall			
	Fellowship Hall & Kitchen use			
	Classroom(s) indicate # needed:			
	Library			
	Luther's Lounge			
	Fire Pit			

By signing the form below, you have read and understand the CtK Facility Use Policy and agree to:

- Individually and on the behalf of the above organization, I agree to assume liability for any injuries to persons as well as damage to the church premises or church property resulting from my/our use of the church premises.
- I/we agree to hold harmless Christ the King Lutheran Church from any and all loss that may arise as a result of my/our use of the church premises.
- I/we understand that church events will take priority over all outside events, and that locations are subject to change. All lights and window fans are to be turned off; windows closed and secured; and the building secured upon leaving event. Failure to do so may result in loss of facility use.

Signature of Representative: _____ Date: _____

Print Name of Representative: _____

Damage Deposit submitted: Yes No

Approved Declined Church Official: _____ Date: _____

Approved Declined Church Official: _____ Date: _____

Christ the King Lutheran Church

Facility Use Child Protection Form

As a condition of using **Christ the King Lutheran Church's** facilities, I hereby acknowledge and agree to comply with the Christ the King Lutheran Church Child Protection Policy. The policy is available on the website at www.gflutheran.org/child-protection-policy (on the about tab). Each adult supervising youth/children shall be 18 years of age or older and have no criminal background.

I understand and agree to these policies and acknowledge that violation of any of them may lead to denial of facility use.

Signature of Representative: _____

Date: _____

Print Name of Representative: _____

Christ the King Lutheran Church

COVID-19 Protocol

Christ the King Lutheran Church is dedicated to providing as safe an environment as possible for all congregation members, children/teachers of Kings Kids Preschool, and guests.

- ✓ All table surfaces must be wiped down with antiseptic wipes before being returned to the storage closet.
- ✓ The red chairs in the Fellowship Hall should be wiped down before re-stacking.
- ✓ Hand sanitizer must be available for attendees.
- ✓ Masks must be worn at all times by adults and children when in the building.
- ✓ Fans must be used in the windows to draw the air out while using the classroom(s). Please turn them off and close/lock the window when you leave the room.
- ✓ Please check the restrooms before departure and pick up any items that may be on the floor or left lying around. A quick wipe down of the sink areas is always appreciated.

Donations of cleaning supplies such as hand sanitizer, Lysol wipes, Kleenex, paper towels, masks, etc. are encouraged and can be dropped at the church office any time.

I understand and agree to the above COVID-19 Protocol and acknowledge that failure to help mitigate the transmission of COVID-19 may lead to denial of facility use.

Signature of Representative: _____

Date: _____

Print Name of Representative: _____