



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 cancellations 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			
	Sports Court			

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 at the end of this document. 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: _____

Christ the King Lutheran Church: Child Protection Policy

Policy Statement and Purpose

As a caring Christian community, we at Christ the King Lutheran Church are committed to providing a safe and nurturing environment for all children and for all those working with children involved in the congregational life of Christ the King Lutheran Church. The intention of this policy is to protect children from child abuse and to ensure that those working with children are not subjected to false or unwarranted charges of child abuse.

Additionally, organizations affiliated with Christ the King Lutheran Church (e.g. Christ the King Lutheran Church's King's Kids Preschool) shall provide a safe and nurturing environment for children and those working with children.

Definitions

For purposes of this policy, the following definitions shall apply:

- **Affiliated organization** means a group, association, or entity that is either chartered by or sponsored by Christ the King Lutheran Church and that regularly utilizes Christ the King Lutheran Church's facilities.
- **Child** means any individual who is considered to be a minor under the laws of the Commonwealth of Virginia, including an individual who is legally incapacitated.
- **Child abuse** includes the following:
 - (1) The actual infliction, the threat to inflict or create, or the permitting of another to inflict or threaten to inflict or create a physical or mental injury upon a child, by other than accidental means, or the creation of a substantial risk of death, disfigurement, or impairment of bodily or mental function.
 - (2) The refusal to provide care necessary to the health of a child, or the abandonment of a child, in one's care.
 - (3) The commission or permitting of any act of sexual exploitation or any sexual act upon a child.
- **Council** means Congregation Council of Christ the King Lutheran Church
- **Employee** means an individual who is hired or called to work for Christ the King Lutheran Church for salary or wages.
- **Supervision** includes direct observation, control, and visual monitoring of activities.
- **Volunteer** means a congregation member who provides services to Christ the King Lutheran Church without monetary remuneration.

Standards of Conduct

- No employee or volunteer shall engage in any act of child abuse.
- No employee or volunteer shall touch, interact with, or otherwise communicate with a child in any way that is intended to be sexually stimulating, emotionally demeaning, or exploitative.
- Common expressions of affection and affirmation (including hugs and pats on the back) or physical care (including diaper changes and first aid) are appropriate in this and any other community of caring Christians. Care must be taken, however, that physical expressions of affection are not excessive or imposed on another individual.
- Employees and volunteers who work with children are tasked with guarding the physical and emotional safety of those in their care and with being alert for signs of each child's well being.
- No employee or volunteer shall use corporal punishment on a child during any program or activity conducted by Christ the King Lutheran Church.
- For special programs, such as vacation bible school, that involve the support of non-members, an exception to policy can be made by the council representative responsible for that program to relax the requirement for volunteers to be congregation members; however, those persons must receive child protection training, sign the child protection covenant, and should be under the supervision of a congregation member.
- To the maximum extent practicable, there shall be visual access into each room in which activities with children are being conducted.
- To the maximum extent practicable, employees and volunteers who work with children shall work in unrelated pairs, with two or more adults present with children at all activities.
- If an unaccompanied employee or volunteer meets with a single child to conduct a private discussion, that meeting shall be held at Christ the King Lutheran Church when the church is open for scheduled group activities or shall be held in a public place. In no case shall an unaccompanied employee or volunteer meet with a single child at Christ the King Lutheran Church unless there is at least one other employee or member volunteer in the building who is aware that the private meeting is being held and the location of that meeting, although the identity of the child may remain confidential.
- With respect to any church-sponsored activity for which Christ the King Lutheran Church arranges transportation, one employee or volunteer may transport children as long as there are two or more children in the vehicle. Children will be picked up and dropped off as a group at Christ the King Lutheran Church or at other designated, central locations. Exceptions to this clause may be made in the case of medical or family emergencies or with permission of a parent or guardian and with acknowledgement of responsibility by an employee or volunteer. (Privately arranged transportation is not addressed by this clause.)

Allegations of Child Abuse

- Any individual who has a reasonable suspicion of child abuse shall promptly report the suspicion to the pastor, associate pastor, or a Council member
- The pastor, associate pastor, or an executive committee member, shall ensure that any credible allegation of child abuse is reported to the proper authorities in accordance with applicable Commonwealth and local laws, and the Department of Social Services regulations. In Northern Virginia, that report is to be made to the Child Abuse and Neglect Hotline (1-800-552-7096) or to Child Protective Services (703-324-7400) not later than 72 hours after the suspicion is reported. By law, reports of child abuse are strictly confidential.
- The pastor, associate pastor, or an executive committee member, shall notify the Synod Office if an allegation is raised against an ordained minister, an employee or member of Christ the King Lutheran Church. This person shall request guidance on the procedure to be followed in processing any allegation and, if necessary, for obtaining a moderator for the Council.
- In each case of alleged child abuse, the pastor, associate pastor, or an executive committee member shall contact and involve Christ the King Lutheran Church's liability carrier and verify that Child Protective Services has been notified and that the proper written documentation of the allegations and proceedings is maintained.
- The pastor, associate pastor, or an executive committee member, shall be responsible for maintaining contact with the police and with the family of each alleged victim and for determining further actions in consultation with the Council. Additionally, this person shall speak on behalf of the Council in the event of an allegation that requires speaking to the congregation and/or the community.
- Christ the King Lutheran Church will cooperate fully with government authorities in the investigation of any suspicion of child abuse.

Implementation

- A copy of this policy and the Child Protection Covenant shall be provided to each employee and to each volunteer participating in any program or activity involving children.
- Each employee shall submit to Christ the King Lutheran Church a signed copy of the Child Protection Covenant and shall submit to a background check as a condition of employment.
- Each applicant for employment shall submit to Christ the King Lutheran Church a signed copy of the Child Protection Covenant as part of his or her application for employment and shall be willing to submit to a background check as a condition of employment.
- An individual who seeks to be a volunteer in any program or activity involving children shall review the Child Protection Policy and submit to Christ the King Lutheran Church a signed copy of the Child Protection Covenant and shall be willing to submit to a background check. An applicant who is a minor shall have the Child Protection Covenant co-signed by a parent or guardian.
- Organizations affiliated with Christ the King Lutheran Church shall either show proof of a comparable child protection policy in place or agree to abide by Christ the King's Child Protection Policy.

Administration

- The council vice president, in coordination with the learning, worship and music, and youth committees shall administer this policy.
- All documentation associated with this policy (including applications, background checks, and documentation associated with allegations of child abuse or misconduct) shall be strictly confidential and shall be kept secure by the church administrator.
- The staff relations committee shall be responsible for the conduct of appropriate clearances on employees and applicants for employment. The clearance process shall allow applicants the opportunity to correct or respond to information obtained from a background check. For purposes of the initial implementation of this policy, the staff relations committee shall determine the manner in which initial clearances shall be conducted.
- Council committees with activities involving children and volunteers shall be responsible for: training volunteers, ensuring volunteers sign the Child Protection Covenant, and compliance with this policy.

Member Awareness

- This policy and the Child Protection Covenant shall be posted on the Internet website of Christ the King Lutheran Church.
- A copy of this policy and the Child Protection Covenant shall be provided to each participant in each new member class.
- Each employee and each volunteer who works with children shall be requested to review this policy not less than annually.
- A review of this policy shall be included in:
 - (1) An annual Sunday school teacher training session;
 - (2) Training sessions for childcare, music, youth, or worship employees and volunteers;
and
 - (3) A training session for new Council members.
- A copy of this policy shall be kept in the church office at Christ the King Lutheran Church.

CHILD PROTECTION COVENANT

I ACCEPT the responsibility to nurture the Christian faith and well-being of the children of Christ the King Lutheran Church and to care for them as Christ cares for me. "I...will tend the flock of God that is in my charge, exercising the oversight...willing, as God would have me do it...".

I Peter 5:2

I AGREE to submit to the authority of the Council of Christ the King Lutheran Church in all matters related to child protection.

I HAVE READ and **UNDERSTAND** and **AGREE TO ABIDE BY** the Child Protection Policy of Christ the King Lutheran Church.

Signature

Date

Print Name