

Christ The King Lutheran Church of Delafield
Policy 5.2: Facility and Equipment Use Policy 7/2022 FINAL

I. Purpose of Policy and Guidelines

The vision of Christ the King is to be: “A dynamic congregation-engaged and growing in service to Christ and the community. All are welcome.” Therefore, CTK will strive to live into this vision by building connections with the community and through the use of the church and equipment. The first priority for CTK’s building use is for this congregation’s worship, education, teaching, and church-sponsored activities. The church also recognizes its responsibility of being a welcoming community partner. All groups using the building are asked to follow guidelines and usage rules, as well as accept a fair share of the church’s cost in utilizing the space.

Use of CTK’s facilities is reserved for those who are affiliated with CTK, community partners, and cannot otherwise obtain commercial use of space, provided that they meet CTK’s criteria. Use of our facilities shall be denied to those who more appropriately can use local commercial facilities for meetings and banquets, etc. Use of our facilities shall be denied when the user will be purely for commercial or for-profit use, and no religious, community, or CTK benefit is identified. Use of the facility is available for non-partisan activities such as voting.

If the request comes from many (3 or more) non-related CTK members who will be actively involved in the activity, a conditional approval may be granted by the Church Council. The activity and usage requested shall not interfere with any church activity. The requesting group is asked to pay based on the current nominal fee schedule. The activity of the requesting group can not disturb any other church activities.

II. Equipment and Supply Use

Church equipment shall not be used off premises for non-church related activities. The exception to this is the use of folding tables and chairs by church members. Members are required to contact the church office, complete the Facility and Equipment Use Agreement form, and make a deposit of \$100.00. The office will first consult with property and grounds and or members of CTK’s executive team, then coordinate and track the use of equipment to avoid any conflicting needs. When equipment is returned and verified by the office, the deposit will be returned.

The church does not provide usage of projectors or audio-visual equipment for other than church related activities. Audio-visual equipment such as: DVD players and monitors, video projectors, computers, power cords, etc. must be supplied by the organization using the facility.

For community groups with a facility and equipment use agreement, the church will allow the use of the following kitchen equipment: coffee makers, stove, oven and refrigerator, dishes, silverware, and the like. Kitchen equipment, such as electric fry pans, electric roasters, etc. must be supplied by the organization using the facility. Disposable plastic and paper products and coffee ought to be brought in by the group. Groups are responsible for thorough washing, drying, and storing of materials used, removal of trash,

and cleaning up of areas used. There is a dishwasher available, however, the office must be contacted ahead of time to arrange for usage instructions.

III. Priorities for the Use of Church Facilities

A. The church council approves the following priorities for use of church facilities and equipment subject to availability, with no restrictions for groups and individuals classified as priority 1-3. They are not required to complete a Facility and Equipment Use Agreement (FEUA) or pay a fee, but must contact the church office to check the availability of the space and to place the event on the master calendars.

Priority # 1: CTK worship related activities: This includes congregational worship, prayer vigils, weddings and funerals, CTK faith formation (aka Sunday school), educational events, Bible classes, choir, and music rehearsals/practices, and Sunday coffee hour. Refer to the supplemental policy for weddings and funerals.

Priority # 2: Internal CTK committees and groups: such as the church council, church committees, staff meeting groups; CTK sponsored youth groups, women's ministries, Bible study groups, book clubs, etc. These activities shall be scheduled in advance with the church office who keeps the calendar of space usage and will recommend the space to be used to avoid conflicts. This also includes groups from the Greater Milwaukee Synod and meetings hosted by the Pastor for CTK purposes.

Priority # 3: Official CTK sponsored groups. Examples include CTK sponsored Scout groups, All God's Children, and Family Promise.

B. The Church Council approves the following priorities for use of church facilities and equipment subject to availability and fee schedule, with approval requirements as indicated. The Church Council also reserves the right to waive any and all applicable fees under special circumstances.

Priority #4 Member activities and special events such as anniversaries, birthday celebrations, or other activities. Prior arrangements must be made through the office, completing the Facility and Equipment Use Agreement. The office will consult with the CTK executive committee for approval.

Priority #5: Other charitable, religious groups, or groups approved by the church council or executive committee. For example voting and blood drives.

Priority #6 Other requests by special permission of the church council/ executive committee.

IV. Process and Oversight

- A. The Office Coordinator is responsible for the functional implementation of this policy,
1. The Office Coordinator is responsible for the master scheduling of all facilities usage and tracking equipment usage.
 2. The Office Coordinator will return a copy to the requestor after approvals have been received.

3. Scheduling is not considered firm or final until all fees and deposits have been paid in advance.

B The church treasurer will be responsible for tracking the advance payments, and issuing refunds

C. Facilities or equipment use that has been rejected will be reported to the church council at the next church council meeting immediately following that rejection.

V. Terms of Use Agreement

- A. No facility usage can occur by a group assigned priority numbers 4-6 (on page 2) until:
 1. The Facility and Equipment Use Agreement (or replacement contract) is completed,
 2. The FEUA is approved by the Executive Committee or designee.
 3. The required deposit and usage fees are received in the church office.
 4. The FEUA is returned to the requesting party with the room assignment (if applicable) indicated by the church office.
- B. The Use Agreement must be signed by one or more responsible contracting individual(s) who will be legally responsible to CTK for supervision of the use of and responsible to CTK for any damage or misuse.
- C. The contracting individual(s) or organization is required to obtain any necessary insurance.
- D. The contracting individual will be required to indemnify and to hold CTK harmless from and against any damages, any claim or demand against CTK arising out of the use of church premises by any persons participating in or present because of the scheduled activity, regardless of negligence or wrongdoing by CTK and agree to reimburse CTK all costs of defending any claims. The contracting individual will be responsible to assure compliance with the rules as contained in the agreement and any rules posted on the premises.
- E. CTK does not offer set up/ tear down assistance of area. The Contracting party must return the set-up of the area to the way it was found.
- F. No commercial activity shall be conducted on the premises.
- G. All damage or breakage will be paid for by contracting individual(s).
- H. All groups must agree to notify the office about any schedule changes, immediately. Failure to notify the office of schedule changes can result in a termination of the agreement.
- I. Agreements can be ended at any time by CTK if and when CTK has the need to use the space and or due to changes in the environment.
- J. To facilitate record keeping, all agreements shall end on each August 30th and can be renewed at that time, be renegotiated or ended.
- K. The Office Coordinator maintains the master schedule and facilitates communication with the groups.
- L. Failure to abide by the agreements may result in the ending of the Facility Use and Equipment Agreements prior to completion of the term of the agreement. (For example, repeated failure to notify the office of schedule changes.)

VI. Building Rules and Guidelines

- A. Building rules: In the event of another public health emergency, those groups using the building are to follow posted rules determined by CTK's council.

- B. Kitchen
 - 1. CTK's kitchen chairperson is authorized and requested to formulate and post rules in the kitchen.
 - 2. All users of the kitchen, including church staff, members, and outside groups, are required to strictly observe posted rules.
- C. Alcoholic Beverages
 - 1. No alcoholic beverages may be served or consumed in the church facilities, except for the wine served as part of the sacrament of Holy Communion
 - 2. The exception to the above rule is wine or champagne being served with a meal, or champagne for a toast at an official function with prior approval from the executive committee.
 - 3. Any other exceptions such as beer at a church sponsored festival must have the prior approval of the council and obtain necessary licenses.
- D. Smoking Materials
 - 1. The entire church and building are smoke-free.
 - 2. Smoking is allowed outdoors in the designated area, at the back of the building only. Doors cannot be propped open.

VII. Deposit for Damage or Unusual Clean-up or Cancellation

- A. As of 8/1/2022 --- for newly contracting groups: an advance deposit of \$200.00 is required, in addition to the usage fee, to cover any unusual clean-up or repair. Any deductions will be itemized and a refund made within approximately two weeks after use.
- B. Failure to cancel within 72 hours (for a non-emergency reason) could result in forfeiture of submitted usage fees.

VIII. Access to Facilities and Security

- A. Use of the facilities by outside groups will require CTK to open and secure the facilities before use. Dates and times are to be communicated with the Office Coordinator who will arrange for locking and unlocking of the building.
- B. Note: the building will be unlocked for a short window of time at the beginning and the ending of the function.
 - 1. The contracting individual(s)/ organizer of the group is to provide a cell phone number to members of their group for late arrivals.
 - 2. Doors are not to be propped open due to safety concerns. Propping doors open is cause for termination of the use agreement.
- C. Failure to notify the office regarding scheduling changes and cancellations, since it affects others' ability to use the space and may result in revoking the agreement.
- D. All classrooms, offices, and other areas of the church that are not to be used by the outside group are to be locked.
- E. When the event is complete and the contracting group has left the church, the facilities and church will be locked.
- F. Groups are to remain in the areas mentioned in the agreement. Access to other areas of the building are off limits due to security.

X. When Children are Present

- A. Children are to be supervised at all times.

- B. We ask that children not be wandering into the sanctuary, choir loft, and sacristy.
- C. All children are to remain in the room that has been designated for use. If they leave the designated room for any reason, they are to be accompanied by an adult.
- D. At a minimum, two adults are required to be present at all times for a group of up to ten participants. After that, one additional responsible adult supervisor for every ten additional participants or fraction thereof.
- E. Groups with children and youth are responsible for following any youth and family protection guidelines implemented by CTK.

IX. Responsibility of Member Sponsoring the Outside Group

The contracting party i.e. the one who signs the Facility and Equipment Use agreement is for explaining the above rules to all parties using the facility.

Policy 5.2 Approved on the 20th day of July, 2008.

President of the Council Roland Broberg

Updated on this 13th day of July 2022

President of Council: Andrew Justman