# Facility Usage Policy & Procedures

**God has richly blessed Christ the King Church with a beautiful facility to call home. It gives us great joy to share our campus in ways that support the ministries of Christ the King and our community.**

Christ the King MISSION STATEMENT

Our mission is to connect all people to the life-giving message of Jesus as we experience God, find freedom, discover purpose, and make a difference in our world.

GENERAL POLICY STATEMENT

The primary purpose of Christ the King (CtK) is to encourage ministry events and activities. In addition to its primary purpose, the facilities are available to celebrate the lives of the CtK Church family with private events such as weddings, funerals, and celebrations. Beyond church life, we take pride in being a place for the wider community to gather for the enrichment through the local business, service, and non-profit organizations.

Governance

As a Christian Church, all members of the public may enter and worship, seek religious counsel and avail themselves to our services. Any person who enters our doors will respect our rights to manage our facility in accordance with our beliefs and our desire to use that which has been entrusted to us to honor God. Our Property Trustee Group reserves the discretion to determine if any use may or may not be deemed to fall outside of our mission and whether to permit such use. Our Property Trustee Group has the sole discretion to permit or prevent a person or organization from using our facilities. Our Property Trustee Group has the sole discretion in determining if an activity is within the scope of our mission. Permitting an instance of use outside of our mission doesn’t amount to an endorsement of that use or activity, nor is it a waiver of our right to determine future use. All users of the building are expected to adhere to the bylaws of Christ the King Church while on campus.

Christ the King is aware that the use of resources may result in direct costs to the church. Our usage fees are used to defray this cost and maintain the equipment and furnishings of the space.

# PROVISIONS

* + 1. All events must be scheduled through the Facility Director and begins by completing the online request form.
    2. Any questions can be directed to rentals@ctkcharlotte.org.
    3. An online request form must be completed and approved before facilities or resources can be used. The form is available on the Christ the King website. Please allow at least 2 business days for acknowledgment and up to 14 days for approval. Emergency considerations will be handled on a case by case basis.
    4. Request forms can be submitted as soon as 6 months in advance for reservations of more than one day. Request for reservations of ½ day or single day can be submitted three months in advance. All request forms must be submitted no later than three weeks prior to the event.
    5. Each request must name the adult person responsible. The individual and/or group requesting the use will be responsible for the care and physical appearance of each area used and for adhering to building use policies. This individual/group is responsible for any damage incurred.
    6. The use of all audiovisual equipment requested will be operated by our trained personnel only and must be approved for use by the Audio/Video/Lighting (A/V/L) manager. If a request form states no A/V/L needed, that means the system and all the components are not turned on at all and may not be used.
    7. Groups which have requested and paid for using certain parts of the building are asked to remain in only the part they have requested. Anything broken, damaged or missing from other/rented areas of the building will be charged to the group using the facility at that time, if no other groups are using the facility.
    8. The fee schedule is included on the last page of this document. The fee must be paid two weeks in advance. A damage deposit is required for all fee-based rentals. The damage deposit will be returned to the person that reserved the facility within two weeks after the event providing that the Clean Up Procedures are met *and* there is no damage to the facility.
    9. Stage amplifiers and musical instruments will not routinely be moved to accommodate an event. Any exceptions must be approved by the AVL Manager.
    10. Only approved staff and presenters will have access to the main stage of Auditorium 1 and Auditorium 2. All other access is strictly prohibited. Presenters must be named on the submission form upon application for use of space. All presentations to be shown on the main screen must be emailed to the Facilities Director one week prior to the event date.
    11. Organizations may request catering service through Javesca Coffee Roasters by emailing orders@javesca.com. All outside catering services are subject to approval by the Property Trustee Group.
    12. If the Facility Director identifies a question of eligibility for an event the matter will be brought to the Property Trustee Group, and their decision will be final.

# COMMERCIAL/FUNDRASING USES

* + 1. Commercial and fundraising activities will need to be approved by our Property Trustee Group.
    2. An outside group shall be defined as any group not sponsored by CtK whose purpose is charitable, civic, religious, educational, or recreational, whose leader or organizer is not a ministry partner of CtK or the majority of the participants are not CtK ministry partners.

# POLITICAL ORGANIZATION USE

* + 1. Political organizations must be non-partisan to be considered and abide by the ethical standard of CtK policy.

# PRIORITY OF USE

* 1. The priority of use for Christ the King (CtK) facilities is as follows:
     1. Christ the King Church, Steele Creek Community Place, Javesca Coffee Roasters, & the YMCA are partners whose contractual programs will have priority on the yearly reservation calendar.
     2. We operate on a first come, first serve basis for others. a.) For a reservation for more than one day, an individual or group can apply up to 6 months ahead. b.) For a reservation for 1 day or ½ day an individual or group can apply up to 3 months ahead. c.) For uses that are approved for weekly/monthly/bimonthly, there will be a review process for potential renewal after six months. If there are no conflicts, the reservation will be reviewed, and a response will be given within 14 days.

# SCHEDULING PROCEDURES and SPACE AVAILABILITY

* + 1. Facilities are not available for use Sunday morning, Good Friday, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day & New Year’s Day.
    2. Scheduling of events must be submitted for approval to the Facility Director via a Room Scheduling Form. We continue to reserve the right to deny usage of the facilities.
    3. Space availability will be assigned on a first-come, first-served basis and given priority as deemed in this policy. Groups may request space for a recurring meeting/event for a time period of six (6) months. We reserve the right to re-locate a group to another appropriate room if necessary.
    4. The rooms at CtK are available from 7:00 am-10:00 pm unless otherwise approved by the Property Trustee Group.
    5. All facility reservations are subject to available staffing.

# 6. CONDUCT & NOTIFICATION REQUIREMENTS

* + 1. Any individual or group who reserves the facility of CtK is responsible for the conduct of its participants and is expected to honor the policy and a level of behavior appropriate for the setting.
    2. CtK will not extend insurance coverage for medical payments in the case of an injury to a child, youth, or adult in attendance. Obligation for any and all medical care and cost shall be the responsibility of the individual and/or group sponsor. We are not responsible for any damages or claims of any kind arising from an incident occurring on CtK property. The individual or group agrees to indemnify and hold harmless CtK and all parties associated with CtK. CtK reserves the right to require a certificate of insurance (COI) naming Christ the King Church as additional insured.
    3. Any group or individual that damages equipment or facilities will be responsible to pay for repairs or replacement of the same.
    4. We are not responsible for stolen articles. If an item is lost, please contact the CtK office and you will be directed to the lost and found. We are not responsible for any personal property or valuables left on the premises before, during, or after the use of our campus. Any property left on the premises, after a period of thirty days, will be deemed abandoned and shall become the property of CtK.
    5. CtK retains the right, through its representatives to enter upon and remain at the facilities for any and all purposes. We have the right at all times to remove from its property any objectionable person or persons.
    6. CtK recognizes that all arrangements are made in good faith. We also recognize that CtK cannot be responsible for circumstance and situations beyond our control, e.g. natural disasters, facility damage, quarantine, etc. In the event of circumstances beyond our control, we will have the final authority on all decisions regarding building use. We will make good efforts to reschedule the event. However, if no agreement can be reached on another available date, it is understood that the only remedy is the refund of any amounts pre-paid to CtK for the event.

## 7. GENERAL USAGE GUIDELINES

1. Guns, alcoholic beverages, smoking/vaping or illegal drugs are not permitted anywhere on our campus.
2. Groups must provide adequate supervision for their activity.
3. All signage to be posted in or upon the building and grounds must be approved in advance through the Facility Director. All signs must be placed on easels, nothing may be attached to the walls, doors, windows, etc. All signage must be removed at the end of the event or activity.
4. No flammable liquids, fire producing chemicals, or open flames in any form (including candles) may be used on the property without prior approval. Battery powered candles are permitted.
5. CtK will not provide storage for any individual/group using its building, or be responsible for equipment, supplies or other property of such groups.
6. The reserving group is expected to leave the room(s) in the same condition as found. Illustrations and reset diagrams can be provided.
7. No furnishings or equipment owned by CtK are to be removed from the premises without approval.
8. Groups using the facility are responsible for turning all inside lights off.
9. If the group/individual has received a key fob for their event they are responsible for assuring all outside doors are locked upon leaving and the key fob is returned to the office by the first business day after their event.
10. Parking of cars shall be done in an orderly fashion, and only in areas so designated, remember that more than one group may be using the facility at any one time.
11. A cleaning service must be contracted through our Facility Director to clean the facility after your event. The fees associated with the janitorial service are listed under the Facility Use Fees. The Facility Director reserves the right to determine if cleaning service is needed after an event.
12. Wifi is available throughout the campus. The network guest password will be provided to the individual/group by the Facility Director and is displayed throughout campus for connectivity.
13. Any exceptions to this policy must be approved by the Property Trustee Group.
14. **It is the responsibility of the user to ensure all members of the group are aware of this policy**

**CLEAN UP PROCEDURES:**

The following clean up procedures must be met by *all* users of the facility unless your organization has paid for a room set up change or cleaning service.

1. Room furnishings cleaned and returned to their original places. See the room set-up list posted in each room for original room set-up. You may also request a copy of the room set-up list for each reserved room to be attached to your contract.
2. Floors swept or vacuumed.
3. Litter placed in trash receptacles and emptied into the dumpster at the back corner of the main parking lot. Replace can liners using appropriately sized liners.

**2023 F A C I L I T Y U S E F E E S**

(Subject to Change)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Member -half day | Affiliated -half day | Commercial –half day | Member – full day | Affiliated – full day | Commercial – full day | Janitorial  Service | PA Sound | PA  Video/lighting |
| Auditorium 1(200-500) | 0 | 250 | 350 | 0 | 400 | 500 | 190  (required) | 125/3hrs  $35 after | 125/3hrs  $35 after |
| Auditorium 2(200-500) | 0 | 150 | 250 | 0 | 300 | 350 | 190  (required) | 125/3hrs  $35/hr after | 125/3hrs  $35/hr after |
| Indoor playground | 50 | 150 | 200 | 200 | 350 | 400 | 100  (required) | N/A | N/A |
| Large Classroom  (15-20) | 0 | 35 | 50 | 0 | 75 | 125 | 25 | N/A | N/A |
| Small Classroom  (10-15) | 0 | 25 | 50 | 0 | 50 | 75 | 25 | N/A | N/A |
| Outdoor playground | 0 | 50 | 100 | 0 | 100 | 175 | 25 | N/A | N/A |
| Meeting Room 2  (20) | 0 | 75 | 100 | 0 | 100 | 125 | 50 | N/A | N/A |
| Large Conference Room  (30) | 0 | 100 | 125 | 0 | 125 | 150 | 50 | N/A | N/A |
| Meeting Room 1 | 0 | 10 | 25 | 0 | 20 | 50 | 10 | N/A | N/A |
| CTK Lawn | 0 | 150 | 200 | 0 | 300 | 400 | 0 | N/A | N/A |
| CTK Parking Lot | 0 | 25 | 50 | 0 | 50 | 100 | 0 | N/A | N/A |
|  |  |  |  |  |  |  |  |  |  |

**Hourly Staffing Rate:** If your event is held outside of normal church hours, an hourly staffing rate of $25/hour per staff member will apply to your event. Church business hours are Monday-Thursday 9AM-3PM. 1 staff person is required for 50 people.

Audio Visual Setup: a $100 fee will be charged to any group requiring lighting and presentations outside of the normal house setting in Auditoriums 1 & 2. This fee will be used for work on the technical side in preparation for an event. This fee will cover the first 3 hours of preparation time, each additional hour will be billed at $35/hour per staff person.

**Security:** Events that have 50 or more participants will require security at $25/hour per 50 people. For example, 100 guests will require 2 security personnel.

**Set Up Fee:** If your event requires the rental space to be set up in a special manner, and you’d like that to be taken care of by facility staff, you may be charged an additional $100 set up fee for your event.

**Linens: Events outside of church ministries will be required to provide their own linens.**

All fees shall be paid to the church office two weeks prior to the event

For the purposes of fee-setting, a half-day is defined as 0-4 hours and a full day is defined as 8 hours

Rate structure:

* Member tier: CtK members for personal or family use
* Affiliated tier: Community Service, Educational, Non-Profit and Non-Member
* Commercial tier: businesses or business training
* Weddings: contact [admin.assist@ctkcharlotte.org](mailto:admin.assist@ctkcharlotte.org)
* Parties/Celebrations: Non CTK Member