



Facility Usage Policy & Procedures

General Policy Statement

Steele Creek Community Place (SCCP) is committed to fostering inclusivity and unity within the Steele Creek community. As a 501(c)(3) non-profit organization, we serve as a catalyst for addressing community needs through Upward Mobility & Networking, Physical Wellness, Family Partnerships, and Mental Health initiatives. Our facility provides a space for community members to gather, connect, and engage in creative and social activities, promoting social cohesion and mental well-being.

Governance

The Board of Directors of SCCP oversees the organization's mission, ensuring strategic direction, fiscal responsibility, and adherence to ethical standards. Board members are expected to act in the best interest of SCCP, maintain confidentiality, and uphold integrity in all decisions.

Provisions for Facility Use

1. Event Scheduling

- a. All events must be scheduled through the Facility Rental Team. Begin by completing the [Online Request Form](#).
- b. For questions, contact us at rental.info@ctkcharlotte.org.
- c. Request forms must be submitted and approved before using any facilities or resources. Expect acknowledgment within 2 business days and approval within 14 days. Emergency cases will be evaluated individually.

2. Reservations

- a. Reservations for multi-day events can be submitted 6 months in advance. Single-day reservations can be submitted 3 months in advance. Forms must be submitted at least 3 weeks before the event.
- b. An adult responsible for the event must be named. This individual will be accountable for the facility's care and compliance with policies.

3. Audiovisual Equipment Use

- a. Only Christ the King Church (CtK) trained personnel may operate audiovisual equipment. Requests for use must be approved by the A/V/L Manager.

4. Facility Restrictions

- a. Users must remain in their designated areas. Damages in other areas will be charged to the renting group.
- b. Stage amplifiers and musical instruments will not be moved without prior approval.

5. Fees and Deposits

- a. All fees must be paid two weeks in advance. A refundable damage deposit is required for all rentals. See the fee schedule at the end of this document.

6. Catering Services

- a. Catering can be arranged through Javesca Coffee Roasters. Outside caterers need approval from the Facility Rental Team.

Facility Use Guidelines

1. **Commercial and Fundraising Uses**
 - a. Must be approved by the Facility Rental Team. Commercial groups are defined as those not sponsored by SCCP with no majority SCCP partner participation.
2. **Political Organization Use**
 - a. Only non-partisan political organizations are allowed, and they must adhere to SCCP's ethical standards.
3. **Priority of Use**
 - a. Partner organizations (SCCP, CtK, Javesca Coffee Roasters, YMCA) have priority. Other requests are handled on a first-come, first-served basis.
4. **Conduct Requirements**
 - a. Users are responsible for the conduct of participants. Inappropriate behavior may result in termination of facility use.
5. **Insurance Requirements**
 - a. Groups may need to provide a Certificate of Insurance (COI) naming CtK as an additional insured.
6. **General Usage Rules**
 - a. No firearms, alcohol, smoking/vaping, or illegal drugs are permitted.
 - b. No flammable materials or open flames are allowed without prior approval.
 - c. Groups are responsible for leaving the facility in the same condition as found.

Scheduling Procedures and Space Availability

- Facilities are unavailable on certain holidays and Sundays.
- Room availability is on a first-come, first-served basis, and bookings can be made for up to six months.

Cancellation Policies

1. **Cancellation Notice:**

All cancellations must be submitted in writing to the Facility Rental Team via email at rental.info@ctkcharlotte.org. Cancellations made more than 14 days prior to the scheduled event will receive a full refund, minus a 2.5% processing fee to offset bank charges.
2. **Late Cancellations:**

Cancellations made between 7 and 14 days before the event will incur a 25% cancellation fee. If a booking is cancelled within 7 days of the event, no refund will be issued, and 100% of the fees paid will be forfeited. Exceptions may be made in cases of emergencies or extenuating circumstances, as determined by the Facility Rental Team.
3. **Rescheduling:**

If a group wishes to reschedule an event, requests must be submitted at least 7 days prior to the event date. Rescheduling is subject to space availability and approval from the Facility Rental Team. Any fees already paid will be applied to the new event date. Events rescheduled within 7 days of the original event date will incur a 10% rescheduling fee.

4. Force Majeure:

In the case of unforeseen circumstances beyond Steele Creek Community Place’s control, such as natural disasters, facility damage, public health emergencies, or other events that prevent the facility from being available, SCCP reserves the right to cancel or reschedule events. In such cases, every effort will be made to find a suitable rescheduled date, or a full refund will be provided if rescheduling is not possible.

5. Weather-Related Cancellations:

In the event of severe weather that poses a risk to safety, SCCP may cancel events with short notice. In this case, full refunds will be issued, or the event will be rescheduled at no additional cost to the group.

6. Cancellation by SCCP:

SCCP reserves the right to cancel any event due to policy violations, damage to the facility, or safety concerns. In such cases, refunds will be handled at the discretion of the Facility Rental Team.

Clean-Up Procedures

Users are expected to:

1. Return room furnishings to their original place.
2. Return any resources used to their original place.
3. Remove any decorations and supplies brought onto campus for use in their event.

Facility Use Fees

Rental Space	Affiliate Cost per Hour	Corporate Cost per Hour	Janitorial Fee
Auditorium 1	\$80	\$160	\$190
Auditorium 2	\$60	\$120	\$190
Café	\$60	\$120	\$100
Classrooms	\$35	\$70	\$25
Conference Room	\$50	\$100	\$50
Gathering Space	\$50	\$100	\$75
Indoor Playground	\$65	\$130	\$100
Meeting Room 1	\$25	\$50	\$25
Meeting Room 2	\$50	\$100	\$50
Outdoor Playground	\$40	\$80	\$50
Parking Lot	\$40	\$80	\$50
Side Lawn	\$50	\$100	\$50

Additional Fees

- Facility Staff
 - \$25/hour per staff person. One (1) Facility Staff Member is required for every 50 attendees for an event
- Audio Visual Fees
 - \$125 for first 3 hours, then \$35 per each additional hour
 - This is only required for events requiring audio visual services