



Building Use Policy For Christ the King Lutheran Church

1900 7th Street NW, New Brighton, MN 55112

Church facilities may be made available to members or religious, cultural, educational or recreational groups if approved by church leadership. For funerals and weddings, please consult those specific policies and pricing schedules. Any such authorized use of church facilities is subject to the following rules and requirements:

- Space is available for its intended purpose and does not conflict with church-sponsored activities. Christ the King Lutheran Church (CtK) and Cristo Rey shall have priority in the use of the facility and equipment. If a church event requires use of the Gym, all athletic events or practices will be canceled during that time.
- Events may be scheduled during staff hours. Events may not be scheduled on holidays or when the church and office are closed.
- Complete the required "Building Use Request" form at least 14 days in advance of the event.
- Room assignments are subject to change in the case of ministry needs (i.e. funerals).
- The activities of the user group do not conflict with the teachings of the ELCA and our church, such determination made by the pastors and/or the congregation council.
- The entire building and grounds are smoke and alcohol free. It is the event sponsor's responsibility to prevent the use of tobacco, e-cigarettes, alcoholic beverages, drugs and unruly behavior. This includes the parking lot and all church property.
- Each request for use of the facilities by groups outside of CtK will be evaluated on an individual basis.
- Groups must remain in the reserved room. Members of the group are not permitted to wander throughout the building or use other rooms not reserved for said event/meeting.

The facility is not available for income generating purposes. This includes product sales, services or promotional activities which benefit a for-profit group or business, including those owned by CtK members. Non-compliance to this policy will result in the loss of privilege to use this facility.

GENERAL USE PROCEDURES

- Door 1 & 12 must be used for entering and exiting the building, unless otherwise arranged ahead of time. Propping doors open is prohibited.
- No food or beverages are allowed in the sanctuary.
- No CtK equipment may be taken off the premises by groups outside CtK or for personal use by CtK members.
- Room set-up and take-down will be done under the supervision of staff only.
- Use protective covering (paper etc.) on tables if using them for art/craft projects.
- If food has been served or art/craft projects done, all tables must be wiped with hot soapy water after the event.
- Any last minute room set up changes will be done at the discretion of the staff. You must contact Christ the King's Office Administrator for any room and/or set up changes after your request has been submitted.

Available Rooms– Trinity Room, Library, M105, Fireside Room, Gym, and the Chapel. The occupancy numbers below are for tables and chairs.

Room	Fee Per Use	Recurring Fee*	Maximum Occupancy
Trinity Room	\$60	\$35	60
Library	\$40	\$35	15
M105	\$40	\$35	15
Fireside Room	\$100	\$75	100
Gym	\$110	\$75	300
Chapel	\$90	\$75	60 (chairs only)
Sanctuary	\$250	\$75	350

**For recurring groups an additional one-time annual fee of \$100 is expected, but the per use fee changes to the “Recurring Fee” cost.*

Sanctuary – Limited to worship services, weddings, funerals, baptisms, concerts sponsored by Christ the King Lutheran Church and Cristo Rey, and meetings related to church sponsored-activities, unless authorized by the Executive Committee. The sanctuary may be used for music recitals if authorized by the Executive Committee. No food or beverages are allowed in the sanctuary.

A note about fees: Recurring groups are defined by groups who wish to use the building one time a month or more. If an event is requested between Thursday - Sunday evening, the role of a steward is required for the duration of the event. An hourly fee of \$25 will be charged. Any damages incurred by your group must be paid within 30 days.

ALL CHECKS MUST BE MADE PAYABLE TO: CHRIST THE KING LUTHERAN CHURCH

KITCHEN USE

Main Kitchen - Adjacent to Gym

- Use of this kitchen must work with the availability of the CtK Kitchen Coordinator.
- An hourly fee of \$25 will be charged for the consult, set-up, take-down, and time worked during the event.

Small Kitchen - Adjacent to Fireside Room

- This kitchen is partially equipped with a microwave, and a stove. There is a refrigerator but space is limited. We recommend you bring your own coolers.
- Groups may bring prepared food and must bring necessary paper products, flatware, and serving dishes. *No CtK equipment or supplies may be used.* Clean-up of the kitchen is the user's responsibility.

FOOD

- If serving food, make sure all spills are promptly cleaned. Ask custodial staff or steward for supplies.
- Red or dark colored beverages cannot be served (with the exception of coffee).
- After use, all tables must be washed.

GYM USE

- If a church event requires use of the Gym, all scheduled athletic events or practices will be canceled during that time.
- Balls, toys, etc. must be kept from hitting all doors, windows and walls. All equipment must be kept within the gym, and groups must provide their own equipment.
- Clean, dry, athletic/non-marking shoes must be worn for playtime or athletic events. No 'wheelie' shoes may be used.
- If any chairs or tables need to be moved, pick them up (rather than sliding them) and return them to their original position at the end of the event.
- If there is damage to any property, your group is financially responsible.
- Do not prop any exterior doors open.

MUSICAL EQUIPMENT OR INSTRUMENTS

- Piano, organ, etc. may be used with permission of the Director of Worship or the Cantor.

SOUND TECHNICAL EQUIPMENT & TECHNICIAN

- A flat fee of \$25 will be charged for the rental of CtK equipment, with the exception of a projector and screen. A projector and screen may be requested without additional charges.
- Any equipment such as a microphone, sound system, speakers, video system or TV must be requested on the "Building Use Request" form and requires an on-site sound technician.
- Arrangements for a sound technician will be made through the main office. Upon reservation, you will be contacted by a technician to consult about your equipment needs for your event.
- An hourly fee of \$25 will be charged for the consult, set-up, take-down, and operation of equipment during the event.

CHILDREN AND YOUTH

- When children and youth (18 years and younger) are present there must be 1 Adult (21 years old minimum) for every 8 children.

ANIMALS

No animals are allowed in the building with the exception of "Service Animals" such as Seeing Eye dogs. Any exception to this rule must be approved by a pastor or the Executive Committee.

DISPLAYING ITEMS

Nothing can be affixed to any walls, windows, doors, floors, ceilings, or furnishings without permission from CtK custodial staff.

SHOES

No "wheelie" shoes may be used in the building. Athletic/non-marking shoes are to be worn in the Gym when using it for recreation.

SUPERVISION

It is the responsibility of the event supervisors and/or coordinators to assure that all members of the group are aware of building use policies. The protection of all event participants is the sole responsibility of the event supervisors and coordinators. There is always a possibility of a concurrent church event.

(SEE NEXT PAGE FOR THE CHRIST THE KING BUILDING USE REQUEST FORM)

CHRIST THE KING BUILDING USE REQUEST

Requests must be submitted to the church office at least 14 days prior to the event.

Event _____ Event Date _____ Event Time _____

Contact Person For Event _____ Phone # _____

Contact Person email _____

Set-up Start Time _____:_____ Clean-up End time _____:_____

Room _____ Anticipated size of group _____

Tables Available @ CtK: 58 - 8' rectangular 24 - 60" round 250 folding chairs

of Tables requested 8' _____ 60" _____

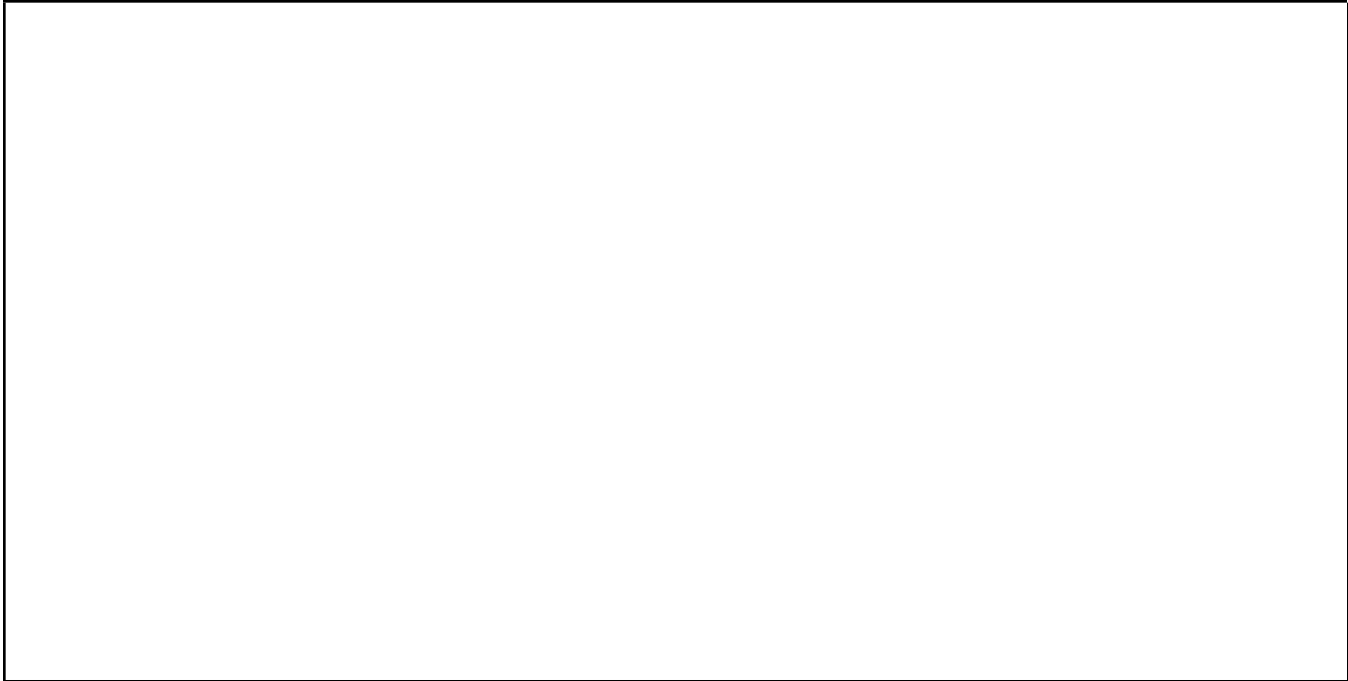
Chairs per table _____ (normally 8 chairs at round tables & 10 at rectangular)

Tech. equipment needed _____

ROOM SET UP DIAGRAM

Diagram - draw desired set-up below and we will do our best to accommodate.

Some spaces, like the Fireside Room and the Chapel have a standard set-up.



BUILDING USE AGREEMENT ON THE NEXT PAGE



Christ the King Building Use Agreement

<u>Room(s) Desired</u>	<u>Fee</u>
Trinity Room (\$60)	_____
Library (\$40)	_____
M105 (\$40)	_____
Fireside Room (\$100)	_____
Gym (\$110)	_____
Chapel (\$90)	_____
Sanctuary(\$250)	_____
Kitchen Coordinator (\$25/hr)	_____
Steward (\$25/hr for Thursday - Sunday evenings)	_____
Tech equipment (\$25 flat fee)	_____
Sound Technician (\$25/hr)	_____
Annual Fee for recurring groups (\$100)	_____
Total Fees	_____

ALL CHECKS MUST BE MADE PAYABLE TO: CHRIST THE KING LUTHERAN CHURCH

My signature signifies that I have read and agree to the Building Use Policy for Christ the King Lutheran Church and as an authorized representative to enter into this agreement; I accept responsibility for ensuring that the policies are adhered to.

Signature

Date

Name (please print)