



Building Use Policy for Christ the King Lutheran Church

1900

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) 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. There is always the possibility of a concurrent church event.

- 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, 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.
- Members of the event 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

- Event entrance door will be established during initial consultation of event.
- No food or beverages 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 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, Sanctuary 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 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. Any damages incurred by your group must be paid within 30 days.

Steward - The role of a steward is required for the duration of the event. This is regardless of the requestor being a CtK member or not. An hourly fee of \$25 will be charged. The Steward will unlock the door at the designated *Set Up* time which is noted in the building use request form.

KITCHEN USE

Small Kitchen - Adjacent to Fireside Room – included with rental of the Fireside Room

- This kitchen is partially equipped with a microwave, and a stove. 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.
- 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' 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.
- Storage of outside group's equipment at CtK is not permitted

MUSICAL EQUIPMENT OR INSTRUMENTS

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

AUDIO / VISUAL EQUIPMENT AND MEDIA TECH

- A flat fee of \$25 will be charged for the rental of any CtK audio / visual equipment.
- Any equipment such as microphones, sound system, audio speakers, video system, projector or TV must be requested on the "Building Use Request" form and requires coordination with a CtK staff member. Upon reservation, you will be contacted by a staff member to consult about your equipment needs for your event.
- Depending on the extent of the audio/visual needs, a Media Tech may be required. If so, an additional \$25/hr fee would be required. This will be determined based on the completion of the building request form and consultation with IT.

CHILDREN AND YOUTH and VULNERABLE ADULTS

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

User agrees that it is solely responsible to implement appropriate screening and supervising procedures to protect children, youth and vulnerable adults attending the User's function at Christ the King.

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.

LIABILITY INSURANCE

Organizational users not a part of the ministries of Christ the King must carry liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to Christ the King at least seven days prior to the date scheduled for the use of the facilities at Christ the King. For regular users, Christ the King should be added as an "additional insured" on the User's liability policy with respect to the use of the facilities of Christ the King.

Individuals who book space for an activity at CtK that involves children, youth or vulnerable adults are strongly encouraged to have a signed permission slip or Activity Participation Agreement for each participant if parents or guardians are not present. This is considered best practice for liability issues.

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(s): _____ Anticipated Size of Group: _____

Tables Available @CtK:

8' Rectangular - 58 5' Round - 24 Folding Chairs - 250

of Tables requested 8': _____ 5': _____

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 & recurring fee</u>
Trinity Room (\$60 or \$35)	_____
Library (\$40 or \$35)	_____
M105 (\$40 or \$35)	_____
Fireside Room (\$100 or \$75)	_____
Gym (\$110 or \$75)	_____
Chapel (\$90 or \$75)	_____
Sanctuary (\$250 or \$75)	_____
Steward (\$25/hr)	_____
Tech Equipment (\$25 flat fee)	_____
Media Tech (\$25/hr)	_____
Annual Fee for Recurring Groups (\$100)	_____
Total Fees _____	

ALL CHECKS MUST BE MADE PAYABLE TO: CHRIST THE KING LUTHERAN CHURCH AND RECEIVED PRIOR TO THE EVENT.

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.

I agree to hold Christ the King harmless and not in any way responsible for any and all liability for injury or damage including but not limited to, bodily injury, personal injury, emotional injury or property damage which may result from any person using the facilities of Christ the King, its entrances and exits and surrounding areas even if such injury or damage results from the negligence of Christ the King including staff and volunteers of Christ the King.

Signature

Date

Name (please print)