

FACILITY USE INSTRUCTIONS

General Instructions

1. All uses of all facilities must be reasonable, responsible, adequately supervised, safely conducted, and consistent with Christian values.
2. **Church facilities will not be used for activities for personal profit.**
3. The council and staff of Christ the King Lutheran Church reserves the right to decline the utilization of our facilities for any individual or group when it is necessary based on our schedule, staff availability, internal needs, beliefs, or mission.
4. Dates will not be reserved until all signed forms, including the Building use Agreement Request and Waiver, as well as all applicable checks have been received, reviewed and approved by the Board of Properties.
5. Checks for the deposit and/or Event Supervisor Fee are made payable to Christ the King Lutheran Church. The name of the group and/or activity should be indicated on the check.

Please read through these instructions and guidelines first, then complete the Building Use Agreement Request form and return it to:

Christ the King Lutheran Church ATTN: Board of Properties 111 W. Magnolia, Salina KS 67401

A. General Use

1. **All Our Church property is for the expressed purpose of carrying out the Great Commission as stated by Christ:** *“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28:19-20*
All use of the facilities of Christ the King Lutheran Church and activities on our property is to facilitate our purpose of bringing people to Jesus Christ and aiding them in growing in their faith and life.
2. All requests for facility use must be submitted on a “Building Use Agreement” form for final approval by the Board of Properties. The applicant will then be informed of the decision.
3. The individual signing as the “Responsible Party” on the “Building Use Agreement” form will be held responsible for any damage to the facility.
4. Groups using the facility are responsible for maintaining and cleaning up the facility. The facilities are to be left in as good as, or better conditions than they were found. All lights must be turned off before leaving and the doors secured. A fee may be charged for damage and/or extra staff time used for cleanup.
5. No alcoholic beverages are permitted on church property.
6. No smoking is allowed anywhere on the church property.
7. Christ the King Lutheran Church reserves the right to cancel or reschedule usage, even up to 24 hours before the scheduled event.
8. The Sanctuary and Preschool Classrooms are excluded from use, unless prior arrangements have been made.
9. Christ the King Lutheran Church sound or video systems may not be used without prior authorization.
10. Those using the facilities for activities not planned by and for the people at Christ the King must hold Christ the King and its agents and employees harmless from premises liability. A signed waiver of Liability must be turned in prior to you event. If applicable, a copy of your Certificate of Liability Insurance must also be provided.
11. Do not allow access into the building from anyone not in your party.
12. The group must stay in the section of the building that was reserved.

B. Kitchen

1. Must follow the "General" policies listed above.
2. Use of kitchen equipment by arrangement and require instruction. For non-member events, the event supervisor is available to help run these items.
 - a. Coffee makers – Individuals using this equipment must be familiar with operating procedures. Each one must be cleaned at the end of the activity by the user group. The church does not supply coffee or plastic/paper products for any non-Christ the King Lutheran Church activities.
 - b. Stove and ovens – Individuals using this equipment must be familiar with operating procedures. This equipment must be cleaned and returned to the original condition by the user group.
 - c. Dishwasher - Individuals using this equipment must be familiar with operating procedures. This equipment must be cleaned and returned to the original condition by the user group.
3. The kitchen floors, counters and walls and items must be left clean and returned to their proper places.
4. Used dish towels and cloths are to be place in the laundry basket located at the end of the counter.
5. All garbage must be carried out in the cans and then take the bag out and place it in the outside dumpster.
6. All food must be removed from the kitchen at the end of the activity, unless other arrangements have been made.
7. Turn out all lights and lock the exterior doors.
8. An additional fee may be accessed if cleaning by custodian is needed.

C. Fellowship Hall

1. Must follow the "General" policies listed above.
2. All activities must be supervised by an adult.
3. The Fellowship Hall floor, tables, chairs, walls must be left clean and returned to the places they were in when you arrived.
4. No tables or chairs are to leave the facility at any time. Some older tables may be available but approval by the Board of Properties is required.
5. An additional fee may be accessed if cleaning by custodian is needed.

D. All Classrooms, Conference Room, Library and Youth Rooms

1. Must follow the "General" policies listed above.
2. All activities must be supervised by an adult.
3. An Additional fee may be accessed if cleaning by custodian is needed.

E. Security

1. Building access must be arranged in advance through the church office.
2. Check and make sure all exterior doors have been locked when leaving.
3. Before leaving the premises, user group is responsible for turning off all lights (including the rest rooms) and locking all doors that were locked when they arrived.

USER GROUPINGS

Church Function:

Christ the King Lutheran Church – routine activities planned by and for the people of the church. NO Building Use Agreement form necessary, schedule usage dates through the office.

Church Sponsored Groups/Activities:

Groups or Activities sponsored or hosted by Christ the King Lutheran Church such as; Little Lambs, Scouts, LWML, Thrivent, District Meetings, etc.... Building Use Agreement form must be filled out once per year for regular scheduled events and fees may be waived by the Board of Properties. A Building Use Agreement form must be filled out for any special events.

Members Personal Use:

Activities planned by Christ the King Lutheran Church members/regular, active attenders such as receptions, weddings, reunions, recitals birthdays and anniversaries. Building Use Agreement form must be filled out and given to the Board of Properties for approval. No deposits or fees, but per the agreement you will be held responsible for cleaning and any damages to property.

Non-Members:

Activities planned by non-members/non-attenders. Building Use Agreement form must be filled out and given to the Board of Properties for approval. Upon approval all deposits or fees must be given to the office. A portion or all of the deposit may be returned at the discretion of the Director of Properties, less any amount withheld for clean up or damages.”

For **Non-Member's** use of the building:

Job Description for
EVENT SUPERVISOR

1. Will be responsible to the Chairperson of the Board of Properties or His/her representative.
2. Will be a member of the Congregation.
3. Will be of the age of majority
4. Will be in the building and or on the property one hour before to one hour following the event.
5. Will unlock all doors, and turn on lights so that the person or group may access their assigned space.
6. Assist the person or group locate the space they have been assigned.
7. Be ready to assist the person or groups if they needs supplies for the rest rooms and clean up.
8. After the event is complete walk through the area assigned with the responsible party to check and see that the area has been returned to good order and identify any damage to equipment or the property.
9. Turn all lights off and secure the property or building after the event.
10. Report the Congregational representative the condition of the property and note any damage.

Building Use Agreement

Christ the King Lutheran Church

Phone: (785) 827-7492

Email: ctklc@scbglobal.net

111 W. Magnolia Rd.

Salina, KS 67401-7546

**"The Purpose of Christ the King is to bring the Gospel of Jesus Christ to People
and to make them disciples of Jesus."**

Our Church property is for the expressed purpose of carrying out the Great Commission as stated by Christ:

*"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit,
and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."*

Matthew 28:19-20

All use of the facilities of Christ the King Lutheran Church and activities on our property is to facilitate our purpose of bringing people to Jesus Christ and aiding them in growing in their faith and life.

Name of individual or **Not-for-Profit** Organization requesting use of church facility or property:

Organizations Name: _____

Name of Responsible Party: _____

Address: _____

Phone: _____ Email: _____

Please identify what areas of the church building you are asking to use.

Check appropriate lines:

- Fellowship Hall
- Kitchen
- Classrooms
- Shelter House
- Church Yard (including baseball field)
- Other _____

DATE(s): _____ TIME(s): _____ SIZE of GROUP: _____

PURPOSE: _____

DAMAGE AND CLEANING DEPOSIT (Non-Members):

A refundable damage and cleaning deposit of \$200.00 per event will be required at time of application.

The sum shall be returned provided the church facility and/or property are left in good order and there has been no damage. In the event the deposit is insufficient to cover the expenses for making any repairs, the undersigned agrees to be responsible for the actual cost of the repairs or replacement thereof.

EVENT SUPERVISOR FEE (Non-members, but available for members upon request):

An individual will be provided by Christ the King to assist you and oversee the facilities during your event. The individual will be available one hour before to one hour after the event. You will be responsible for paying the fee for this individual at \$10.00 per hour. The check is to be made out to Christ the King and is to be paid in advance of your event.

CHRIST THE KING LUTHERAN CHURCH

111 W. Magnolia Road
Salina, KS 67401

BUILDING USE WAIVER AND RELEASE

I enter into this Building Use Waiver Release (Agreement) with Christ the King Lutheran Church for the privilege to use the facility located at 111 W. Magnolia Road, Salina, Kansas.

1. Waiver and release of all claims (including negligence)

In consideration for use of the facility, I waive and release Christ the King Lutheran Church, its trustees, officers, directors, employees, agents or representatives from all claims, demands, causes of action, damages or suits at law and equity of whatsoever kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my presence at the facility or use of the facility and/or equipment. **This waiver and release is intended to and does release Christ the King Lutheran Church from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties and Christ the King Lutheran Church's negligence, including but not limited to negligence in the construction, maintenance and upkeep of the facility and its equipment, negligence in training or negligence in supervision. This is not intended to release Christ the King Lutheran Church from any liability resulting from their intentional conduct.**

I further covenant and agree not to institute any claims or legal action against Christ the King Lutheran Church for any claim released by this Agreement. I further agree that should any claim be made against Christ the King Lutheran Church in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) Christ the King Lutheran Church for any such claim and expenses including attorney's fees and costs incurred by Christ the King Lutheran Church in defending themselves or security indemnity hereunder.

I recognize the facility is not supervised, and I use the facility (including premises and equipment) entirely at my own risk.

2. I understand that Christ the King Lutheran Church is not responsible for any lost or stolen valuables or property from within the facility.

3. While at the facility, I agree to conduct myself in a responsible manner and will refrain from engaging in inappropriate conduct, including the use of loud, foul, slanderous language or any intimidating or offensive conduct that would interfere with the peaceful use and enjoyment of the facility by other users.

4. I acknowledge that I have received and read a copy of the current rules and regulations governing the use of the facility. I agree that I will fully comply with all rules and regulations and with any amendments.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue Christ the King Lutheran Church for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by Christ the King Lutheran Church, will void and terminate this Agreement and may result in loss of the ability to use the facility.

Name of Organization (if applicable) _____

Name (please print) _____

Signature _____ Date _____