

# CtK Building Use

April 2016



## Our Mission

- To share our building and property with the congregation in support of our mission to serve Jesus Christ, Our Lord.
- To share our building and property with members of our community in Christian service and outreach.
- To be faithful stewards of our building and property by ensuring its upkeep while minimizing damage or neglect.

## Terms

Worship and other normal activities at Christ the King Lutheran Church (such as ministry meetings) are exempt from this policy.

- Christ the King Lutheran Church is referred to as "CtK" in this document.
- Congregational members "CtK members" in this policy are those in good standing, in accordance with the Constitution.
- The Sanctuary may only be used for activities appropriate for it: worship services, weddings, funerals, and religious presentations.
- CtK is smoke-free for the health of those present and as required by Ohio State Law.
- Alcohol can only be served at CtK activities and must receive prior Council approval.
- Any donations received will support the mission and ministry of CtK (checks payable to "Christ the King Lutheran Church").

## Use of Facilities

**Permissible Uses** (including, but not limited to):

- Christian services, such as: worship, weddings, funerals;
- Family parties or celebrations, hosted by CtK member(s);
- Meetings of local community or non-profit organizations whose purpose accords with the Constitution, mission and ministry of CtK.

**Uses That are Not Permitted** (including, but not limited to):

- Gatherings, meetings, rallies, etc., of political parties or whose purpose is political;
- For-profit business meetings, for-profit activities;
- Any group or activity whose purpose is inconsistent with the mission, ministry or Constitution of CtK.



## Request Approval

- Building request may be approved by the administrative staff when:
  - Request is for a Permissible Use (above);
  - Request is for a single (non-recurring) event;
  - Meeting date is within fourteen (14) days of the request;
  - Meeting date and time do not conflict with church activities; do not conflict with any already-scheduled event or activity, and;
  - Requester submits any applicable security deposit and donation.
- Building requests that do not meet these criteria may only be approved by council.

## Deposits, Donations and Fees

- **Security Deposit:** \$200 security deposit check at the time of the request is made. Check will be held until after the activity, at which time, those portion(s) of the building that were used will be inspected by CtK. The security deposit check will be returned, unless damage is found.  
For those groups who hold regularly scheduled meetings (e.g., Girl Scouts):
  - Security deposit is required only before the first scheduled meeting
  - Building request needs to be made each year.
- **Donation:** \$100 donation per event, the first amount payable at the time the request is made.
- **Cleaning Fee:** those using the building are strongly encouraged to clean up the areas where they met. If those areas need further cleaning, there will be a cleaning fee of \$100. In unusual circumstances, additional cleaning might be required.

## Scheduling

All activity scheduling is coordinated by the office administrator who maintains the master activity calendar. Use of the building is scheduled by priority:

1. Worship services and funerals always take priority for use of any or all portions of the building.
  - a. Funerals may pre-empt previously scheduled meetings or other activities.
1. Other CtK meetings and activities, such as ministry meetings, are scheduled next.
2. CtK members may reserve any or all portions of our building, as available.
3. Those who are not members of our congregation may reserve any or all portions of our building, as available.

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## CtK Building Use Procedures

### To Request Meeting Space

In order to consider your request to host a meeting at CtK, please provide the following information in writing (preferably by email: [office@ctkwtinsburg.com](mailto:office@ctkwtinsburg.com)):

- Official name of the group requesting the meeting space (for scouting, include the troop#)
  - Purpose of building use
- Contact information:
  - Name, email, and phone of the president / group leader
  - Name, email, and phone of the Facilities Coordinator (below)
  - Name(s) of any CtK members in the group
- Meeting schedule:
  - Recurring meetings (e.g., first Monday of the month):
    - Day of week
    - Frequency (e.g., monthly)
    - Number of meetings (or date of last meeting)
    - Date of first meeting
  - -or- One-time meeting:
    - Meeting date
  - Starting / ending time
  - Approximate number of participants (to help with room scheduling)
  - Preference, if any, for a specific room or location.

### Facilities Coordinator

- At the time the request is made, a Facilities Coordinator will be designated for the activity. The Facilities coordinator, whether a CtK member or not:
- Must be present during the building use.
- Is responsible for:
  - Building key; must know where all exit doors are located.
  - Unlocking exit door(s).
  - Turning on and off lights, heat, A/C.
  - If yours is the last group to leave the building, locking all exit doors and ensuring they are locked properly (by pushing on the door or pulling the handle).

### Exit Doors

- **Old Building**
  - Sanctuary: one door – front, left-side (facing “Tiger Pride Lane” – Dodge Middle School drive)
  - Office area: one door – end of the hall (facing Ravenna Road)
  - Fellowship hall: double-doors – rear of the hall (facing the parking lot)
- **New Building**
  - Narthex: front double-doors (facing Ravenna Road)
  - Narthex: rear double-doors (facing the parking lot)
  - Education wing: one door – right end of the hallway (facing the parking lot)

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## Furniture and Equipment

- Furniture and typical equipment (such as coffee makers, TVs, DVD players) may be used during the requested activity.
- Use of computer equipment must be approved when the request is made.
- CtK furniture and equipment is not permitted to leave the property.
- Use of the sound system must be approved when the request for the Sanctuary is made. Only trained CtK personnel are permitted to operate the sound system.
- Any special sound system requests, those beyond basic sound and music amplification and playback, must be approved when the request is made – arrangements to be made with the CtK Sound System Coordinator.

## Before Your Meeting Begins

- Once inside, unlock the Narthex doors, using the crash bar (hex) keys, hung by the doors. Your key will not open the Fellowship hall doors; if necessary, unlock these doors from inside, using the crash bar keys.
- Turn on lights in the Narthex, halls, and your meeting area (lights in the women's restrooms are automatic).
- You may adjust the thermostat in your meeting area by using up and down arrows — do not press HOLD.
- If necessary, rearrange any pieces of furniture in your meeting area.

## After Your Meeting Is Over

- If you've moved any pieces of furniture, be sure to return them to their original location.
- Clean up:
  - Spills your group may have made.
  - Wash dishes and utensils.
  - Clean tables, chairs and counter tops, as needed.
  - Check the restrooms.
  - If needed, there is a vacuum cleaner outside the furnace room (door to the right of the Sanctuary entrance).
  - Empty any wastebaskets that your group has filled — the trash can enclosure is outside the Fellowship hall doors (facing the parking lot).
- Reset the thermostat — press RUN/PROGRAM.
- Turn off lights in your meeting area.
- If you are the last group to leave, turn off all remaining building lights, such as those in hallways and the Narthex (lights in the women's restrooms are automatic).
- For your safety, all outdoor lighting is automatic.