

BUILDING USE POLICY AND PROCEDURES **King of Kings Lutheran Church**

King of Kings Lutheran Church's property and facilities may be used only for purposes consistent with the Church's doctrinal beliefs as reflected in the Bible and the Church's Statement of Faith, including its Statement on Marriage and Sexuality. Property and facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with King of Kings Lutheran Church's religious teachings as reflected in the Bible and the Church's Statement of Faith, including its Statement on Marriage and Sexuality. King of Kings Lutheran Church's Board of Directors or other applicable authority shall be the final decision-making authority regarding whether any proposed facility/property use is in conformity to the Church's doctrinal beliefs.

Who may use the facilities?

1. King of Kings organizations and affiliated organizations (i.e. LWML, Sunday school, MLA, Thrivent, etc.
2. King of Kings members
3. Lutheran Church-Missouri Synod (LCMS) sponsored organizations, including other LCMS congregations

Who may not use the facilities?

Any individual, group, organization, or business conducting or sponsoring a non-church related or non-church sponsored activity of a *for-profit, non-profit or commercial nature* shall not be permitted use of the facilities for said purpose. Additionally, the church facilities are not available for political rallies or candidates.

Fees – Fellowship Hall, Lower Level Commons areas, other rooms

All events scheduled for Saturday usage of the facility will incur a custodial service fee (currently \$150.) This fee must be paid at the time the building is booked.

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| 1. King of Kings members | |
| a. Small family dinners/gatherings | SEE CHARGE BELOW* |
| b. Funerals | NO CHARGE |
| c. Weddings and wedding receptions | See Wedding Manual |
| d. Other Receptions and events | SEE CHARGE BELOW* |
| 2. LCMS organizations | NO CHARGE |

*Events scheduled on other days will be charged a custodial charge of \$50 minimum to a maximum not to exceed \$150 for setup requested, final cleanup and the length of time of the event. The charge will be determined by the Property Director or his designee.

Kitchen Usage and Fees

Our kitchen is inspected by Kansas City Missouri Health Department without notice and licensed therefore all posted protocol must be adhered to.

Usage of the kitchen must be arranged with the Director of Kitchen Services. Fees will be determined after consultation with the Director based on the use of Kitchen. The Church Administrative Assistant will provide contact info for the Director of Kitchen Services.

General Guidelines for Building Use:

1. King of Kings organizations and members shall have preference in usage scheduling.
2. All scheduling shall be cleared through the church office and shall be approved by the Property Director or his designated person.
3. After scheduling and approval is given, any required payment must be made to reserve the facility. The user must submit to the church office a completed *Facility Reservation Form* at least one week prior to the event. This form will be available in the church office.
4. Arrangements to open, close, and secure the building shall be made with the Property Director.
5. Emergency needs such as funerals for King of Kings members shall preempt any previously scheduled request. Alternate arrangements for a displaced group shall be made if possible (relocation or rescheduling).

Reservation Procedure:

To reserve any church facility for an event, contact the church Administrative Assistant to determine if the desired space is available. Parish events will receive priority scheduling and emergency needs of the parish will take precedence. Reservation of the Fellowship Hall may not be made more than one year prior to the event.

Arrangements for use of the kitchen must be made separately with the Director of Kitchen Services.

Access to the facility will be provided six hours prior to the event unless special arrangements are made in advance. Security arrangements must be made with Property Director or Security Chair or their designee. The Church Administrative Assistant will provide contact info for these persons.

Groups larger than 275 people cannot be accommodated.

User Responsibilities: The user shall

1. Notify the church in writing one week prior to the event with requested table and chair set-up. See attached *Set-up Request* form.
2. Be present for all deliveries and see that no deliveries are scheduled prior to the time the user has access to the facility.
3. Assure that no decorations are taped, tacked, or otherwise attached to the wall/windows, or hung from the ceilings. Decorations may be used only on the tables or other furnishings provided by the user.
4. Remove all decorations and food items, clean all tables and counter tops, and bag trash properly immediately after the event concludes.
5. Insure that no alcoholic beverages are consumed on the premises.
6. Insure that the no smoking policy is observed.
7. Provide your own audio/visual equipment. The church's audio/visual equipment may be used provided a qualified operator from the church is available.

Church Responsibilities: The church shall

1. Provide in clean condition the Fellowship Hall or other requested facility, and restrooms,
2. Provide for the table and chairs to be in good condition and set up as requested (see Facility Set-Up Request form),
3. Provide comfortable heating or cooling and adequate lighting for the event,
4. Provide or arrange for access to the building **six hours prior to the event,**
5. Dispose of all properly bagged trash and clean the floors and rest rooms after the event.