

MEMBER USE FEE SCHEDULE *(subject to change)*

ROOM a - up to 4 hours b - greater than 4 hrs.	ROOM FEE	CUSTODIAL	SET UP	DEPOSIT
Sanctuary	N/A	\$15 per hour	\$15 per hour	N/A
Social Hall	N/A	\$15 per hour	\$15 per hour	N/A
Kitchen	N/A	\$15 per hour	\$15 per hour	N/A
Classroom(s)	N/A	\$15 per hour	\$15 per hour	N/A
Nursery	N/A	\$15 per hour	\$15 per hour	N/A
Conference Room	N/A	\$15 per hour	\$15 per hour	N/A

Other Charges:

1. Any charges for the use of Christ the King Lutheran Church's sound, audio/visual or other musical equipment will be determined on a case-by-case basis.
2. A surcharge may apply when food is used in any room other than the Social Hall.
3. There is a separate fee schedule and facility use policy for weddings.



**FACILITY USE
and
PROPERTY LOAN POLICY**

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FACILITY USE FEE SCHEDULE (Non-Members) *(subject to change)*

ROOM a - up to 4 hours b - 4 to 8 hrs. c - 8 to 12 hrs.	* ROOM FEE	CUSTODIAL	SET UP	** DEPOSIT <i>Equal to</i>
Sanctuary	a - \$350 b - \$500 c - \$750	\$15 per hour	\$15 per hour	100% of room fee
Social Hall	a - \$300 b - \$450 c - \$600	\$15 per hour	\$15 per hour	100% of room fee
Kitchen	a - \$150 b - \$250 c - \$400	\$15 per hour	\$15 per hour	100% of room fee
Classroom(s) <i>(each)</i>	a - \$120 b - \$200 c - \$300	\$15 per hour	\$15 per hour	50% of room fee
Nursery	a - \$120 b - \$200 c - \$300	\$15 per hour	\$15 per hour	50% of room fee
Conference Room/Library	a - \$120 b - \$200 c - \$300	\$15 per hour	\$15 per hour	50% of room fee

** Room fees: To reserve a space/room half of the total room fee is due at time of scheduling along with the full deposit, the remaining room fee is due at time of event.*

*** A deposit will be charged on all rooms and is due, in full, at the time of scheduling/approval. Deposit minus any damages and/or custodial fees will be returned to the applicant within five (5) business days after the event. If damages must be assessed, the remaining deposit will be returned as soon as repairs are made and necessary funds deducted.*

borrowed) will be the responsibility of the borrower (whether a member or non-member).

General replacement costs for some items are listed below for your benefit:

<u>Item</u>	<u>Replacement Cost/per unit</u>	<u>No. Available</u>
Orange Coolers --	\$75 (20 qt./5 ga.)	3
White Rectangular Tables --	\$195 (6 ft. folding legs)	7
Green Chairs --	\$ 45	250
Ladders --	\$150/6 ft	1
	\$215/8 ft.	1
	\$80/3 step stool	2
	\$60/2 step stool	1
Hand-Truck --	\$250	1
Easels --	\$40/aluminum	3-4
Dry-Erase Boards --	\$35	3-4
Dinnerware --	\$60/4 plc. settings	120/sets
Silverware --	\$25/4 plc. settings	120/sets
Punch Bowls --	\$125	3
Large Pots/Cookware --	\$170 w/lid	3
Cookie Sheets	\$20/aluminum	6-10
Utensils --		
Serving Dishes --	\$15/bowls \$15/platters	10 each
Chafing Dishes --	\$285	2 or 3
Roasters --	\$90/18 qt.	3
100-cup Coffee Pots --	\$180/100 cup	2

FACILITY USE POLICY

A. INTRODUCTION

Welcome to Christ the King Lutheran Church. This facility has been built to the glory of God as a tool of ministry to serve our community. We welcome your use of our facility.

While CtK reserves adequate space for its regular programs and events, CtK welcomes the use of its facilities by community groups for meetings, fellowship and social activities. Any use of CtK's facilities will be in the spirit of Christian fellowship, and approval of activities is based upon the purpose of the group and the intended activity.

The buildings and property of Christ the King Lutheran Church are considered a means to provide opportunities for the congregation to witness to and serve the community. This Policy and Procedure Manual has been developed in order to insure that the facility is utilized in an effective manner.

Usage of this manual is to govern all uses of the church property and facilities. It is intended that these policies will direct the use of the church facilities in a manner that will honor and glorify God and serve to minister to His people.

The terms "facility" or "facilities", as used in this document, include all property under the control of the church as well as all buildings located on said property. This includes parking lot areas and grounds.

The primary use of the Sanctuary is for worship and prayer. Exceptions to this principle may be made, when deemed appropriate by the Office/Facility Manager.

B. AUTHORITY, APPROVAL AND SCHEDULING

1. The Office/Facility Manager is responsible for approving and scheduling requests by community groups. Please make an appointment with the Office/Facility Manager for a tour of the facility (587-4131) at least two weeks before your event.

2. All community groups or individuals interested in using the facilities are to submit a Facility Use Application Form (obtain from the Office Manager, upon request) to give the Office/Facility Manager sufficient time to plan and make the facility ready. The Office/Facility Manager may waive this requirement when appropriate.

3. Approval of all applications will be made by the Office/Facility Manager. The Office/Facility Manager will refer any unusual request which does not conform with this written policy to a Pastor and/or Council for consideration.

4. Community groups which use CtK on a continuing basis shall submit an application form annually. Once a room has been reserved, the designated use of that space takes priority over future requests. However, CtK reserves the right to preempt any scheduled activity for good and necessary reasons.

5. Unexpected events such as funerals or other emergency situations will take priority over previously scheduled activities. CtK will make every attempt to provide as much advance notice as possible and to accommodate groups if changes must be made.

6. All groups will notify CtK Office/Facility Manager of cancellations as far in advance as possible. Groups will be charged for any related costs incurred by CtK in preparation of the scheduled use (i.e. set-up and take-down fees, etc.).

7. Groups may use only the approved space and must vacate the property at the agreed upon time. Use of any other space may result in additional fees and/or cancellation of use agreement and loss of security deposit.

8. At the time of approval, a refundable security deposit will be required to hold the facility and calendar date. (See fee schedules and deposit information on pages 11/12.)

C. PRIORITIES FOR FACILITY USE

The scheduling of the use of CtK's facility will be based on the following priorities:

1. CtK's worship and Education activities and Family Promise Guests
2. Other CtK commitments
3. Weddings/Funerals
4. Meetings and activities of other ELCA groups
5. Activities and services of other religious organizations for religious functions
6. Community service events
7. Other educational and recreational events

D. FEES

The Office/Facility Manager is responsible for determining room fees, custodial fees, set-up fees, deposits, etc. to be charged. He/She has the authority to reduce or waive any and all fees depending on the type of group and the nature of the activity. All fees will be reviewed annually and any changes will be approved by the CtK Council.

Fees collected will be used to reimburse CtK for utility, custodial, maintenance, snow removal and any other incurred costs. The types of fees which may be charged are described below:

1. **Room Fees** are intended to cover costs of normal maintenance and utilities.
2. **Custodial Fees** will be charged, in hourly increments, for any cleaning necessary to restore the room(s) to the original condition.
3. **Set-up Fees** will be charged, in hourly increments, for room set-up, rearrangement, removal and replacement of any and all furniture (per your request).

the church office immediately.

4. The borrower will be required to return the borrowed property to the same place in which it was found. We expect all returns to be done neatly and orderly.
5. All tables and chairs must be returned ASAP, but **always** before the following Sunday morning activities.
6. A log sheet in the church office must be completely filled out before taking any property from the premises. When returning the materials, the borrower must notify the Office/Facility Manager.

Concerning Non-Church Functions

1. Church members and families may be able to borrow church property for special occasions (family reunions, graduation parties, weddings, etc.).
2. All requests for non-church functions should be submitted two weeks in advance to the Office/Facility Manager. Your request will then be considered and answered ASAP.
3. Borrowers of any and all church property will be held responsible for any and all damages to the church property while it is in the borrowers possession.
4. Church property used on a regular basis (tables, chairs, etc.) may be borrowed, however, only in a limited quantity so that regular church functions are always covered.
5. If a non-church function conflicts with a regular church function, the church function will always receive first priority.
6. All policies for church functions apply for non-church functions, as well.

Church Property Available for Borrowing

The following church property may be borrowed by church members/groups for church and non-church functions -- Rectangular (plastic) tables, green chairs (*for indoor use only*), orange water coolers, chafing dishes, electric roasters, large cookware, 100-cup coffeepots, punch bowls, dinnerware and silverware, serving dishes, easels, dry erase boards, 6-8 ft. ladder; hand-truck.

Church Property Not Available for Borrowing

The following **may not** be borrowed due to the prohibitive cost of replacement -- Round tables, green chairs (*for outdoor use*), laptops, projectors, portable sound system, vacuum cleaners, Rug Doctor carpet cleaner, roto-tillers, lawn mowers, weed-eater, silver tea set, hymnals, musical instruments (*without approval of music director*).

Replacement Costs of Borrowed Property

Any property returned to CtK damaged (or not in the same condition as when

3. The Congregation Council will decide which events or activities shall require such insurance.
4. When required, proof of insurance shall be delivered to the Office/Facility Manager at least five (5) working days prior to the event. Failure to provide such proof of insurance may result in cancellation of the event at this facility.
5. User fees. (*See attached fee schedule on page 11/12.*)

K. PROHIBITED ACTIVITIES

Activities not allowed by the Bozeman City Special Use Permit issued to CtK:

1. Alcohol, except for sacramental purposes.
2. Weapons (of any kind).
3. Smoking in the building (a vessel for cigarette butts is available outside the entrance door on the SE side of the facility).
4. Games of chance involving fees or monetary exchange.
5. Partisan political activities.
6. Fund-raising by outside groups *without prior approval*.
7. Food or drink (of any kind) in the Sanctuary.
8. Profit-making businesses or enterprises.
9. Exceptions to this may include groups that provide a clearly identifiable service to the community.
10. Illegal drugs.

L. BORROWING CHURCH PROPERTY

Church equipment and property (tables, chairs, tools, etc.) can be very expensive. Therefore, in order to care for the property God has given us and to accommodate the increasing demands for borrowing church property, we have developed the following policy.

Concerning Church Functions

1. Church property may be borrowed for any approved church functions. The functions should be noted by the Office/Facility Manager and added to the church calendar at least two weeks in advance.
2. The Office/Facility Manager will need to approve the removal of any church property to make sure the property was not previously scheduled to be used for another church function.
3. When transporting or borrowing church property, care must be demonstrated in handling the property. Any damages should be reported to

4. **Surcharge** may apply when food is used in any room other than the Social Hall and Kitchen area.

5. **Security Deposits** will be required to cover any exceptional custodial fees, damages or other unforeseen expense incurred; and can be as high as the total fee schedule due. Deposits are due at time of scheduling of event.

6. **Snow Removal** fees may be charged if snow must be removed especially for your event.

Payment of fees will be made no later than one week (5 business days) prior to the scheduled date of the activity. Deposits **MUST** be paid when the application form is approved.

Deposits will be refunded no later than one week (5 business days) after the conclusion of the activity to the name and address shown on the application form with the understanding, however, that deposits will first be applied against any exceptional custodial services, damages, or other unforeseen expenses which may have been incurred.

Users assume full responsibility for any and all damages resulting from their use, or the use by user's agent or guest(s), and will reimburse CtK for the total cost incurred to repair or replace any damaged or missing property.

E. GENERAL GUIDELINE FOR ALL FACILITY USERS

1. There will be no use of tobacco products in the church building. No one may be allowed in the facility if "under the influence" of any controlled substance.
2. The use of nails, screws, or adhesive tape is prohibited in all areas of the facility. Posters, signs, flyers, etc. may not be mounted on walls, doors, windows or any equipment or structure that may be damaged. They are to be posted only on bulletin boards, cork stripping or mounted on tripods. Special request can be submitted to the Office/Facility Manager for consideration at time of application.
3. When using the facilities, return all furniture and moveable items to their original position; pick up trash, if necessary, sweep/mop up floors, turn off all appliances, and check that all lights are off throughout the building. When leaving, lock all exterior doors after checking that everyone has vacated the facility.
4. If the facilities are used on a Saturday, the user(s) will be required to set-up the room as needed for Sunday morning. A set-up plan will be furnished to the user prior to their event.
5. The piano and furnishings in the sanctuary may not be moved for recitals or concerts, except by prior permission of the church's music ministry staff and/or a Pastor.

6. No skateboards or roller blades are allowed on church premises. This includes the parking lot and grounds.
7. All signs posted on the property are to be observed including fire zones, no parking areas, and handicapped parking.
8. Cars may not be left in the parking lot overnight without prior approval.
9. All CtK equipment and property must remain on the premises unless approval has been granted for use off site by the Office/Facility Manager. (See **L. Borrowing Church Property.**)
10. CtK's pianos, sound and other musical equipment may not be used without prior approval. Facility Host will oversee all usage of this equipment.
11. Community groups must provide their own consumable items and ensure the cleaning of all kitchen utensils, stove and floor. All leftover food items are to be removed from the premises. All materials brought in by the user must be removed from the facility at the conclusion of the activity.

F. KITCHEN USE GUIDELINES

1. Any group, class or individual wishing to access the kitchen for one-time use must complete a Facility Use Application and submit the application to the Office /Facility Manager at least two weeks prior to your event.
2. When an application has been approved, the responsible person will be notified and given instructions for the kitchen. The applicant must schedule a meeting with the Office/Facility Manager to facilitate the proper use of the kitchen.

The following requirements will be reviewed by the applicant and Office/Facility Manager, together:

- a. Any use of CtK supplies, equipment, materials, or dishes must be approved by the Office/Facility Manager. If the function is a personal event, those in charge are responsible for furnishing their own tablecloths, napkins, and decorations. They may use dinnerware, flatware and utensils.
- b. All church items used during the event need to be cleaned properly and returned to their original places. Also, the kitchen and Social Hall shall be cleaned.
- c. Any items, i.e., tablecloths, towels, dishcloths, etc., taken to be cleaned should be returned within five days of the event, if possible before the following Sunday morning activities.
- d. Any damage to the facility or equipment becomes the responsibility of the group and must be reported to the Office/Facility Manager for repair or replacement as soon as possible.

G. OUTDOOR USE

1. All of the rules stated elsewhere in this policy apply to the use of the outdoor properties of CtK as well.
2. Activities shall terminate according to the City of Bozeman Ordinance.
3. Sound level of all activities shall respect the rights of the neighbors, and the City of Bozeman Sound Ordinance will be followed.
4. The area will be cleaned up and all trash (paper, plastics, leftover food) will be placed in garbage bags and disposed of in the (dumpster) garbage container.

H. KEY/ACCESS TO FACILITY

1. Access to the building(s) of CtK will be on an as needed basis.
2. "Event" KEY/ACCESS will be approved by the Office/Facility Manager.
3. No person may duplicate KEY/ACCESS to the building(s).

I. SAFETY AND SECURITY

1. Any damage to the property, and/or personal injuries, however minor, will be reported to the CtK office within 24 hours.
2. Each group using the facilities must designate a responsible adult who will ensure that all members of their group are aware of the rules stated in this policy and that all of the rules, including the supervision of children, are followed.
3. Adult supervision is required for **all** children at all times. Child care must be provided by the community group using the facilities. CtK **DOES NOT PROVIDE CHILD CARE.** A minimum of two adults must supervise all children activities. An adult supervisor is required for every ten (10) children participating in the group's activity.
4. CtK is not responsible for lost, stolen, broken or missing personal items. All users of the facility should make sure that personal items and valuables are not left unattended. The building is often unlocked while events are taking place and other events may be happening at the same time.

J. LIABILITY INSURANCE

1. CtK maintains liability and property insurance on its facility(ies).
2. Groups and individuals not associated with CtK or its ministries will be required to provide their own liability insurance (a minimum of \$1,000,000.00) for events held at CtK and CtK will be listed as an attachment for claims.