

Kannapolis Church of Christ

Facility Use Policy

Purpose Statement

The facilities of the Kannapolis church of Christ (“the church”) were provided through God’s benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring glory to God. Through this policy, the church seeks to (a) provide an environment that supports its ministries and (b) exercise Christian stewardship over its facilities.

This policy does not refer to the use of the building by the Elders for scheduling any worship service, Bible study, VBS, or other normally scheduled use of the building.

This policy covers the use of the facility and grounds by members and non-members for events not scheduled by the Elders of the congregation.

Anybody who uses the facilities and their guests agree to abide by this **Facility Use Policy** and must sign a **Facility Use and Request Agreement**. We will ask anyone not abiding by this policy to leave.

Schedule your event with the church office (Info@kannapolischurchofchrist.org) as soon as possible. The facility calendar generally runs for one year in advance.

In the event of an unforeseen emergency, for example, a funeral, groups may be relocated to accommodate the situation. We will give groups notice of these changes as soon as possible.

Approved Users and Priority of Use

The facilities should be used for worship, Bible study, fellowship, and good works. Priority will be given to regular Sunday and Wednesday activities and other regularly scheduled meetings, events, and Bible classes. All events—for example, age groups (Youth/SWAT/Golden Agers), service groups, wedding showers, baby showers, weddings, receptions, and birthday parties—must be scheduled through the church office (Info@kannapolischurchofchrist.org).

We will generally place events on the calendar on a first-come, first-served basis.

Any use of church facilities must first be approved by the church’s elders acting collectively or their official designee (Deacon in charge). Priority will generally be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church.

Though church property is generally closed to non-members for their personal use, we make our property available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. But persons or groups advocating practices that conflict with the church's faith or moral teachings cannot use the facilities. Nor may the facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The church's elders acting collectively are the final decision-makers concerning use of the facilities.

This policy is necessary for two important reasons. First, the church will not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its property to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would violate the church's faith and religious practice.

Second, it is important that the church present a consistent message to the community and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ.

Therefore, church facilities and equipment may be made available to non-members or outside groups who do all the following:

1. Affirm that their planned uses of the facilities are consistent with the church's faith and practice;
2. Submit a signed **Facility Use Request and Agreement**; and
3. Take responsibility for the facilities and equipment used and agree to abide by this policy and by any additional instructions from church staff.

Scheduling Events

Facility use requests will be made to the church (Via Info@kannapolischurchofchrist.org) by submitting the **Facility Use Request and Agreement**. The event will be reserved and placed on the church calendar only when the elders acting collectively or their official designee approves the use.

Rental Fees

All rental fees are due no later than one month before the event. If the event is scheduled less than one month ahead of time, rental fees are due at the time of scheduling. The purpose of the fees is to cover custodial and other expenses the church will incur due to use of the

facilities. There is generally no charge for members of the Kannapolis church of Christ to use the facilities. For all others, the fees are:

- Fellowship room/Sanctuary/Rest rooms combination - \$275
- Fellowship/Rest rooms combination - \$150
- Recurring meetings (AA, WW, Alzheimer's, etc.) – Cost by contract.

- Any Wedding reservation includes use of:
 - the auditorium;
 - the fellowship room for a reception (Includes use of the kitchen)
 - Room(s) designated by the church office for dressing purposes.

- Custodial fees are included in this charge and include things like opening and locking the building, pre-setting thermostats, and securing the facility. Cleanup and trash removal are not included; they are your responsibility.

Facility Use Guidelines - All Groups

- The facilities are to be used to glorify God. Any other use is prohibited.
- No alcohol, tobacco, or illegal drugs are allowed on church property.
- Horseplay, fighting, gambling, cursing, dancing, inappropriate physical displays of affection, or any other activity unbecoming a Christian is not allowed.
- Except as required by a disability, no animals are allowed in any of the buildings.
- Use only the areas of the facilities that you have reserved.
- Food and Beverages.
 - Food and beverages are allowed only in the fellowship room, and kitchen.
 - Food and beverages are not allowed in the fellowship room during recreational activities.
 - Under no circumstance are red or purple colored drinks allowed.
 - Immediately clean spilled food or drink.
 - If food or beverages are present, you must set up a table(s).
- Church Equipment.
 - Return equipment to its original location unless arranged otherwise before the event.

- Use equipment only for its intended purposes.
 - Damage from misuse or loss will be repaired or replaced by you or your group.
 - Church property should not be taken outside the buildings. With prior approval from the church office, however, you may remove certain things from the building, for example, certain chairs, song books, and wheelchairs. You must promptly return and check in any such items.
 - Do not remove literature without first checking with the Resource Room.
 - Do not remove any items from the fellowship room.
 - Age groups, showers, and anniversary celebrations may use paper products, but should first check items out with the church office. Let the office know when items are low or depleted.
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- Turn off all lights and lock all doors when you leave.
 - Leave the facilities in the same condition as when you arrived. If they are not left in the same condition, an additional clean-up fee may be imposed.
 - Before leaving the facilities, use the **Facility Checklist** that comes with this policy.
 - No rice, birdseed, confetti, etc. may be used inside the building.
 - No instrumental music is to be used for any type of worship/devotional event.
 - Except for preapproved overnight events, end your event by 11 p.m. on Sundays through Thursdays; by midnight on Fridays and Saturdays. There will be no overnight use of the facilities on Saturday nights.
 - Do not eat or drink anything found in the kitchen. Whatever is there is for a particular purpose and is not for others.
 - No wall games are allowed in the fellowship room.
 - No cleated shoes of any type are allowed in the facilities.
 - Immediately report broken or damaged facilities or equipment. You and your organization are responsible for paying for repairs of anything you break or damage.
 - For security reasons, do not prop open outside doors.
 - If you use only the fellowship room unlock only the fellowship room door(s).
 - Dress Code.

- Everybody must wear shoes, pants and shirts at all times.
 - No halter tops, midriffs, cutoff shirts, leotards, or tank tops are allowed.
 - Clothing with vulgar words or disruptive symbols is prohibited. This includes advertisements or pictures of anything illegal for a minor.
 - Bermuda-length shorts are allowed.
 - “Spandex” must be covered by loose-fitting approved length shorts.
 - Inform your guests of this dress code.
- Supervisor Qualifications and Responsibilities:
 - A supervisor must be:
 - An active member of the Kannapolis church of Christ; or recommended by a KCOC member, and;
 - At least 20 years of age.
 - The supervisor is responsible for:
 - Ensuring compliance with the rules;
 - Use of all equipment;
 - Seeing that the facilities are properly cared for;
 - Ensuring compliance with the dress code;
 - Cleaning the facilities when finished;
 - Locking the facilities after use;
 - Returning keys to the church office within 24 hours after use; and
 - Attending the entire event.
 - Any person or group must sign the “**Church Facility Reservation Request and Agreement**” form before reserving the facilities.

Special Guidelines for Weddings

Weddings must follow these guidelines and all other guidelines in this policy.

- The wedding must be in accordance with the Kannapolis church of Christ’s **Statement of Faith and Practices, Statement on the Nature of Marriage**, and related doctrinal teachings on Biblical marriage, including but not limited to, the teaching that marriage is limited to one biological man and one biological woman.
- Give the time schedule to the church scheduler (info@kannapolischurchofchrist.org) ASAP - at least two weeks before the wedding.
- Make arrangements for opening and closing the building with the facilities deacon, who can be reached at (info@kannapolischurchofchrist.org).
- Make arrangements for use of the public address system and audiotaping with the audio deacon at (info@kannapolischurchofchrist.org).

- Use only mechanical candles, not wax candles.
- Finish rehearsal no later than 10 p.m.
- No rice, birdseed, confetti, etc. may be used inside the building.
- Check with the facilities deacon (info@kannapolischurchofchrist.org) to see which rooms to use for dressing.
- Before you leave the building, clean and put away all dishes and items used for the wedding or the reception. Place trash in the receptacles.

Facility Checklist

When using the facilities, observe the following as your checklist before leaving:

- ___ Pick up all trash and dispose of it in the receptacles outside the building.
- ___ Put all equipment and furnishings back where you found them.
- ___ Make sure restrooms are clean and the water is off.
- ___ Make sure the kitchen is clean. Clean all used items and put them where you found them. (Drawers/Cabinets are labeled)
- ___ Check the stove to make sure it is turned off.
- ___ Vacuum the floors as needed. Small vacuums are in a storage room connected to fellowship room.
- ___ Turn off all the lights.
- ___ Make sure the outside doors are locked.
- ___ Return keys to the church office.

Insurance

Depending on the frequency of your expected use, you may be required to provide a certificate of insurance.

**Kannapolis church of Christ
Facility Use Request and Agreement**

Name of person(s) or organization requesting use of facilities:

Are you a:

- Church Member
- Church-Sponsored Ministry
- Non-Member
- Non-Member Group/Organization

Contact Information:

Primary Contact Person: _____

Address: _____

Phone Number: _____

Email Address:

If the requested use is by an organization not affiliated with the Kannapolis church of Christ, state the organization's purpose and mission:

List the organization's website, if any:

List the names of the organization's office-holders and leaders:

Regardless of type of use, describe which church facilities you are asking to use and the purpose for which you intend to use the facilities.

What date(s) and time(s) are you asking to use the facilities?

If you are asking to use the facilities for a wedding and/or wedding reception, list the names and contact information of the bride and groom:

Bride:

Groom:

List the name, contact information, and religious affiliation of the person officiating the wedding:

Describe the marriage-preparation counseling or training undertaken by the bride and groom:

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith.

2. My and my group's planned use of the facilities is consistent with the Kannapolis church of Christ's faith and practice. If I learn otherwise, I will immediately inform the church staff.
3. I understand that if my request is approved, I will pay any fees before or when they are due. If the Kannapolis church of Christ asks me to provide a certificate of insurance, I will do so before the event.
4. I understand that the church does not allow its facilities to be generally available to the public for personal use, and that my use of these facilities is subject to the approval of the elders acting collectively or their official designee, which is conditioned in part on my agreement to the requirements in the Kannapolis church of Christ **Facility Use Policy**, which I have read and understood.
5. The wedding will be in accordance with the **Kannapolis church of Christ's Statement of Faith and Practices, Statement on the Nature of Marriage**, and related doctrinal teachings on Biblical marriage, including but not limited to, the teaching that marriage is limited to one biological man and one biological woman.
6. The organization I represent and I will be responsible for any damages to the church's property resulting from this use.

Name (print)

Name (sign)

Organization's Name (if applicable)

Date