

Kirk of Kildaire Facilities Use Policy

Approved: December 1, 2002

PURPOSE: To provide consistent guidance for the use of Kirk facilities.

MISSION STATEMENT: The Use Policy is designed to ensure the safety to the users and to prolong the life and usefulness of the facilities for the good of the Kirk members consistent with God's ministries for the church.

SENIOR STAFF: Pastor and associate pastors have the right and obligation to deny use of the church facilities for purposes that he or she might feel is not compatible with the mission statement or is not in the best interest of the Kirk.

CATEGORIES OF USERS:

- A. Active Church Groups
- B. Local non-profits to which KIRK OF KILDAIRE members are active members and adhere to Christian principles of the church
- C. Session-approved groups, such as the Children's Center, Total Life Center, and for-profit groups
- D. Non-profit organizations

Use of the facilities by for-profit groups or individuals is prohibited, unless specifically approved by the Session.

Entertainment groups that charge for admission should consider making a donation to the Kirk for use of the facilities to offset wear and tear and to cover utility expenses.

All groups of users are responsible for their own set up, take down, and clean up activities. **There are no exceptions to this rule.** The Buildings and Grounds Committee may deny use to any group that abuses the facilities or does not follow this policy.

SCHEDULING PROCEDURES:

Priority of use follows categories listed above (i.e., A has the highest priority) when two or more groups want to use the same facility at the same time. Any group approved by the Session has priority.

Applications for usage are available from the church secretary during normal business hours, Monday through Friday.

Approval can be granted by the church secretary if the user clearly meets the requirements.

All usage requests shall be forwarded to the Buildings and Grounds Committee for review and final approval.

GENERAL RULES OF USE:

Not all spaces at the Kirk are available for use by Categories B, C, and D. These spaces include offices of the staff, the Children's Center, and the Total Life Center.

Church facilities are reserved for church functions on Sunday. Church facilities will not be available to user categories B, C, or D on Sunday unless approved by the Buildings and Grounds Committee.

The sanctuary has a maximum seating capacity of 670 and the recreation hall has a maximum capacity of 700 established by the Fire Marshall. No event shall be permitted that will exceed either capacity.

The person signing the "Request for Use of Church Facilities" form is the designated *responsible person* and will be held liable for payment of all fees and deposits for use of the facilities and any damages that occur during that use.

The responsible party shall be liable for all fees and damages. Fees shall be paid no later than one-week prior to use. A deposit may be required at time of application for use. An application that has had its fee paid has precedent over an unpaid application if both are applying for the same time period.

Facilities use should be limited to the hours 8:00 AM and 11:00 PM. After 9:30 PM, the *responsible person* will be responsible to lock up facilities when function is over.

Alcoholic beverages and other controlled substances are prohibited on church property. Smoking is prohibited inside the church facilities.

Internal priority groups should make reservations early in order to avoid conflicts with non-affiliated groups desiring use of the facilities.

The church secretary will maintain a calendar of scheduled events.

All food wastes are to be removed from the facilities immediately after each use by the group using the facilities.

Lights and appliances shall be turned off at departure.

No storage space on church property shall be provided for outside groups unless approved by the Session.

No fees shall be collected for general congregational use for events sponsored by the church.

Church members reserving facilities for special purpose events, not attended by the general congregation, should consider making a donation to the Kirk for use of the facilities to offset wear and tear and to cover utility expenses.

To ensure that church facilities are left in the same state as they were found, a refundable deposit of \$100 shall be paid before permission is granted to use the facilities and a key is provided. This policy applies to User Categories B, C, and D.

The church does not have staff to provide setup and takedown of chairs, tables, etc. Users will be responsible for these tasks.

The sound system in the sanctuary shall not be used by untrained users. Prior arrangements shall be made to use the sound system at the time the facilities are reserved either arranging for training in use of the system or by arranging for a qualified operator. If the church facilities are reserved for a wedding, please refer to the church wedding policy entitled "Planning Your Wedding at Kirk of Kildaire Presbyterian Church" available at the church office.

KEY POLICY:

Keys are available from the church secretary for approved scheduled uses of the church facilities. The *responsible person* shall be responsible for lockup of the facilities immediately following the end of the event.

The facilities should be re-keyed once every three years.

A refundable deposit of \$25.00 shall be required for any non-recurring use by User Categories B, C, and D.

The *responsible person* for each group shall be solely responsible for the return of the key and shall not give the key to any other individual nor cause the key to be copied. Failure to abide by the above will result in loss of privilege.

FOOD SERVICE POLICIES AND PROCEDURES:

The Kirk of Kildaire accepts no responsibility or liability for any food or beverage prepared or served by anyone.

All food handling and preparation techniques shall comply with the Wake County Health Department.

1. The kitchen in the Fellowship Hall will remain locked to prevent damage and loss. A church-approved attendant must be present during all functions that require use of the kitchen. If the group using the kitchen does not have an approved attendant, an attendant can be provided for a fee at the rate of \$50 per hour for the first hour and \$25 per hour thereafter.
2. All kitchen equipment must be properly cleaned by the user after each use. This includes:
 - Wash, dry and put away all utensils, pots, pans, trays, and any other items used.
 - Wipe down counters.
 - Clean out sinks.
 - Clean/rinse out coolers and/or coffee urns.
 - Clean all appliances and work surfaces.
 - Sweep kitchen floor.
 - Mop floor, if needed, using mop and bucket located in the dish machine area.
 - Clean off rolling carts.
 - Drain dish machine and turn off controls to sprayer.
3. All licensed caterers must provide proof of liability insurance and copy of the most-recent Health Department Grade Card. This must be provided two weeks prior to the event.
4. Label and date all food stored in the refrigerator and freezer. Do not leave any food items on the counters. The Kitchen Committee may discard food items it deems unsafe.
5. If any equipment is to be used during an event, training from the Kitchen Committee is required prior to the event. **Do not attempt to repair inoperative equipment. Notify the attendant, the Kitchen Committee, or the Kirk Staff as soon as possible.**

6. No equipment should be removed from the kitchen without permission of the Kitchen Committee.
7. **All trash must be properly bagged and carried to the church waste bins located at the end of the Activities Building parking lot.**
8. **All church tablecloths used must be properly cleaned and returned within three days.**
9. **All tables and chairs must be left as found prior to the activity.**
10. The kitchen is equipped with a fire extinguishing system located under the exhaust hood. The individual requesting use of the kitchen is responsible for any cost incurred in recharging this system as well as cleanup of any areas of the kitchen affected by the discharge of the extinguishing system.

KITCHEN SAFETY RULE:

1. Review where the fire extinguisher, fire alarms, phones, emergency exits, and first aid kits are located.
2. The stove and oven are natural gas fired. **THE STOVE AND OVEN ARE ALWAYS HOT** because of their pilot lights. Do not place plastic, paper, wooden, or any other combustible items on top of the stove or oven.
3. Wear sensible clothing to protect yourself from falling objects, hot spills, and machinery: closed shoes, long pants, no loose jewelry or loose clothing. When working in the dish machine room, be aware of the indirect drains and the soapy water that may be nearby. Old shoes may be preferred.
4. Never leave pans on the stove or in the ovens unattended.
5. Keep pan handles turned in to prevent them from being knocked over.
6. First aid for burns: Put the burned area in ice water and keep there as long as you can. Do NOT put butter or any type of grease on a burn.
7. First aid for cuts: Rinse the cut in cold water for a few seconds; apply pressure until you can bandage it.