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Facility Use Policy

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LEGEND:

Normal: Taken as is from current facility use and piano policy

Yellow: Additions/changes

Facility Use Policy

PURPOSE: The purpose of this document is to help ensure that the facilities of the Kirk of Kildaire, Presbyterian (Kirk) are taken care of properly and are used in a manner that is consistent with the mission statement of the Kirk: “Spiritually guided, faithfully following and joyfully serving”.

AUTHORITY OF SENIOR STAFF: The pastor and associate pastors have the right and obligation to deny the use of church facilities for purposes they deem not compatible with the mission statement or not in the best interest of the Kirk.

PRIORITY OF FUNERALS: Any reservation of the sanctuary may be cancelled due to a funeral.

FACILITIES AVAILABLE:

- **Main Building:**
 - Narthex
 - Sanctuary
 - Session Room (M111)
 - Kitchen
 - Fellowship Hall
 - Meeting Rooms (M18, M19, off the Fellowship Hall)
- **Classroom Building:**
 - Great Hall (including the kitchen)
 - Classrooms (S11, S13, S14, S15, S16)
- **Activity Building:**
 - Youth Lounge (A10)
 - Meeting rooms (A11, A12)
- **The facilities are closed on church holidays and when the church is closed due to inclement weather.**

FACILITY USE PRIORITIES:

- **First Priority Activities:** Kirk-sponsored activities, planned by the church and its members, mainly for the congregation or for Session-approved community outreach.
- **Second Priority Activities:** Kirk member activities, planned by members of the congregation, but not planned primarily for the people of the church.
- **Third Priority Activities:** Activities of other churches and Christian organizations, planned by and for the participants of other Christian churches or organizations.
- **Fourth Priority Activities:** Community service activities involving no specific Christian affiliation, but which do not conflict with the principles of the Kirk.
- **Fifth Priority Activities:** Activities by for-profit groups or individuals, where the activities are in harmony with the mission of the Kirk and in the interest or general welfare of the church and/or the surrounding community.
- Higher priority groups needing facility space may “bump” previously scheduled lower priority groups if circumstances necessitate that. The lower priority group will be given reasonable (6-8 weeks) notice.
- Kirk groups should make reservations early **with the church office administrator** in order to avoid conflicts with non-Kirk groups desiring use of the facilities.

LIABILITY:

- Applicants agree to indemnify, hold harmless and defend the Kirk from any liability, loss and/or injury incurred by or resulting from the Using Group members or guests while on Kirk property.
- The Kirk is not responsible for loss of personal property of the Using Group or guests.
- Non-Kirk groups sponsoring an event that is open to the public, or involves overnight or extended use of the facilities **must** have adequate insurance and may be requested to show proof of this insurance.
- 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 may occur during that use.

GENERAL GUIDELINES/RULES FOR THE USE OF KIRK FACILITIES:

- No group using the church facilities may state or imply that the Kirk supports or endorses its programs or policies, unless specific approval is given by the Session.
- No partisan political events are allowed.
- In the interest of community service, Kirk facilities are available for voting purposes for federal, state, county and city elections at no charge, but donations are encouraged.
- Session approval is required for the selling of any tickets or merchandise on church property. Groups who intend to sell tickets or merchandise on the premises need to indicate that at the time of initial reservation, but in no case later than six (6) weeks before the date of the event. Applications made with less advance notice may be referred to the Senior Pastor and the Clerk of Session for an executive decision.
- Church facilities are reserved for church activities on a Sunday. Facilities will not be available to non-Kirk groups or individuals on a Sunday, unless approved by the Building & Grounds Committee or the Worship Committee (for the sanctuary).
- The Fire Marshall has established a maximum seating capacity of 600 for the Sanctuary and 700 for the Fellowship Hall. No event that will exceed either capacity will be permitted.
- Alcoholic beverages, controlled substances and weapons are prohibited on church property. Smoking is prohibited inside the church facilities. Smoking is permitted only in the following areas: Outside the staff entrance, outside the lower level Sunday school entrance, outside the Activity Building, off the east porch.
- All Using Groups are responsible for their own set up, take down, and clean up activities. Sexton services may be available for a fee. Groups who do not adhere to this rule may be required to pay for sexton services for clean-up.
- Lights and appliances must be turned off and doors locked at departure.
- No storage space on church property will be provided for non-Kirk groups unless approved by the Session.
- Facilities use should generally be between 8:00 AM and 10:00 PM. The **responsible person** will be expected to lock up the facilities when the event is over.
- The Buildings & Grounds Committee and/or the Worship Committee may deny use to any group that abuses the facilities or does not follow these guidelines.

Failure to abide by these rules may jeopardize future use of the facilities and return of the security deposit.

WEDDINGS: If the church facilities are reserved for a wedding, please refer to the Wedding Guidelines available from the church office.

VENUE-SPECIFIC GUIDELINES:

- **Narthex**

- No event seating may be set up in the Narthex.
- As a general rule, refreshments after sanctuary activities will be served on the portico. Only light refreshments may be served in the Narthex, with prior permission of the Building & Grounds Committee.

- **Sanctuary**

- Except for First and Second Priority Activities, all requests for use of the sanctuary need to be approved by the Worship Committee. The Worship Committee chair may grant provisional approval if the applicant clearly meets the requirements.
- All requests for use of the Sanctuary should be made at least six (6) weeks in advance. Upon availability, and at the discretion of the Worship Committee, applications made with less advance notice may be considered by the committee or will be referred to the senior pastor.
- The maximum seating capacity of the Sanctuary is 600. No function will be approved that will exceed this seating capacity. The group using the Sanctuary is responsible for assuring that the occupancy limits are respected.
- No food or drink is permitted in the Sanctuary.
- Groups using the Sanctuary should ensure that they leave the Sanctuary as they found it so that it will be ready for Sunday worship.
- The designated **responsible person** should ensure that the Guidelines for Moving of Chancel Furniture & Use of the Sound System are followed and that everything is left in good order.

THE FAZIOLI PIANO:

- Users that apply to use the piano by definition also apply to use the sanctuary. Groups/individuals who apply to use the piano should at all times follow the guidelines for use of the Sanctuary.
- The piano remains locked and covered unless in use. It will be locked and unlocked for guest pianists by a member of the Piano & Concert Guild.

- The piano is routinely tuned every six (6) months. Applicants who want the piano tuned before an event are responsible for the cost of the tuning. The tuning of the piano is arranged only by the Kirk. A copy of the receipt will be available upon request.
- Four hours of practice/rehearsal time per event is included free of charge. If more time is required, the regular hourly rental fee for facility use will be charged. Practice time needs to be scheduled around church activities.
- The Guidelines for Using the Sanctuary Piano should be followed at all times.

- **Kitchen**

- **The Kirk of Kildaire accepts no responsibility or liability for any food or beverage prepared or served by anyone on Kirk property.**
- All food handling and preparation techniques must comply with the requirements of the Wake County Health Department.
- All licensed caterers who will be cooking on the premises must provide proof of liability insurance and a copy of the most recent Health Department Grade Card, no later than two weeks prior to the event.
- The kitchen in the Fellowship Hall will remain locked when not in use, to prevent damage and loss.
- 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 Kirk Staff as soon as possible.**
- No equipment should be removed from the kitchen without permission of the Kitchen Committee.
- 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.
- The Kitchen Safety Rules, posted in the kitchen, should be adhered to at all times.
- All food stored in the refrigerator and freezer **must be labeled and dated**. Do not leave any food items on the counters. The Kitchen Committee may discard food items it deems unsafe.

- Leftover food that will be used within 48 hours after the completion of an event may be stored in the refrigerator and/or freezer. **All food must be labeled and dated.**
- All kitchen equipment must be properly cleaned after each use. A Checklist for Cleaning is posted in the kitchen.
- **Fellowship Hall**
 - All trash must be properly bagged and carried to the church waste bins located at the end of the Activity Building parking lot.
 - **Church tablecloths and dish towels are not made available to non-Kirk groups.** All tablecloths and dish towels used by Kirk members must be properly cleaned and returned within three (3) days.
 - All tables and chairs must be left as found prior to the activity. A Fellowship Hall Setup Chart is posted in the Fellowship Hall.
 - All lights need to be switched off and all doors locked before departure.

APPLICATION AND SCHEDULING:

- For **all** events the church office administrator **must** be consulted so that the activity can be scheduled on the Kirk Calendar.
- For all Second, Fourth and Fifth Priority events, an application must be made on a Request for Use of Church Facilities form before final approval. The form may be printed from the web site or obtained from the church office administrator during normal Operating Hours.
- The designated **responsible person** of the Using Group must present the application form in person. A hard copy of the Facility Use Policy will be provided upon request. Persons applying for use of the piano will receive a hard copy of the Guidelines for the Using the Sanctuary Piano at the time of their application.
- The date on which the application and all applicable deposits are received will establish the priority of the request if there is more than one request for the same space at the same time (also see the FACILITY USE PRIORITIES above).
- All applications for use of the sanctuary will be referred to the (Chair of the) Worship Committee (or the Session) for approval.
- The church office administrator may grant tentative approval for facilities other than the sanctuary if the applicant clearly meets the requirements.

- Special cases will be forwarded to the Buildings & Grounds Committee for review and final approval.
- Requests that appear to be beyond the scope of the Facility Use Policy will be referred to the Senior Pastor for a final decision.
- All **first-time applicants** need to pay the applicable deposit(s) at the time of the written application in order to receive a key for the facilities.
- 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 privileges.
- The key needs to be returned and any applicable final payment made within three (3) days after the scheduled event. Upon receipt of the key, any applicable refundable deposits will be returned.

FEE POLICY:

- **All facilities:**
 - Kirk facilities are available for First and Third Priority Activities at no charge.
 - For Second and Fourth Priority Activities, an hourly facility usage fee is charged. **First-time applicants** in these categories are required to pay a refundable security deposit and a refundable key deposit.
 - For Fifth Priority Activities an hourly usage fee is charged. Applicants also need to pay the refundable security deposit and the refundable key deposit.
- **Sanctuary piano:**
 - The Fazioli sanctuary piano is available for First Priority Activities at no charge.
 - Except for users involved in First Priority Activities, **all applicants** need to pay a refundable piano use security deposit in addition to any other fees or donations.
 - No piano use fee is charged for Second, Third and Fourth Priority Activities, but applicants are encouraged to make a donation.
 - For Fifth Priority Activities an extra piano use fee is charged.

- Applicants who require more than four (4) hours of practice time are required to pay an hourly practice fee for additional hours of use.
- Fees may be waived at the discretion of the Session.

FEES:

- **All facilities:**

- Refundable facility use security deposit \$100
- Refundable key deposit \$25
- Facility use fee \$30/hr
- Sexton services \$15/hr (working hrs),
\$20/hr (non-working hrs, minimum of 3 hrs)

- **Sanctuary piano:**

- Refundable piano use security deposit \$300
- For-profit use fee \$100
- Practice fee First 4 hours free, \$25/hour thereafter
- Non-profit use suggested donation \$50-\$100 per event
- Tuning fee \$115 or current rate