

凱地中國教會
Katy Christian Community Church
Facility Usage Policy

Purpose

The church facilities, which include building, grounds and equipment, exist for the assembling of God's people together for the purpose of praise and worship, Christian education, and fellowship. The focus of these activities is Jesus Christ. Behavior that is not consistent with these purposes is prohibited. Those who reserve the facility assume the responsibility to see that Christ is honored in all that is said and done. Furthermore, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings.

Prioritization of Requests

The use of church facilities shall be confined to Christian organizations, and educational agencies, and other character-building functions whose work is in harmony with the purpose and mission of Katy Christian Community Church (KCCC).

First Priority Activities: KCCC church activities including worship, Bible study, and other routine ministry activities planned by the church pastoral staff, elders, deacons or LG's under-shepherds.

Second Priority Activities: KCCC member activities such as wedding receptions, funerals, and special family occasions (e.g., 50th wedding anniversary receptions) of KCCC members. Activities must be consistent with the values and beliefs of KCCC. Approval of these activities will rest with the church office after consultation with the pastoral staff. Member weddings are covered by a separate policy that can be secured from the Church Office.

Third Priority Activities: While KCCC exists to enhance our community, approval of requests for use of the facilities by organizations or individuals outside the church are limited and will be considered on a case-by-case basis. Approval of these activities will rest with the KCCC Church Council. These activities require a minimum of 90-day review process by the KCCC Church Council. Criteria used to approve facility usage:

- Activity fits with who we are and what we believe
- Space availability
- Impacts to other programs
- Evaluation of safety/legal issues
- Group demonstrates and understands respect for the facilities and property

KCCC reserves the right to deny use of its facility to any individual or group for any reason. Groups or activities not eligible to use the church facility:

1. Organizations engaged in partisan political campaigns
2. Organizations engaged in commercial enterprises. This includes product sales, services or promotional activities that benefit a for-profit group or business including those owned by KCCC members.
3. Any commercial purpose resulting in personal gain or profit.
4. Fundraisers that financially benefit KCCC members, non-members or non-KCCC groups are not permitted unless approved by KCCC's Church Council.

Although every effort will be made to adhere to any scheduling agreements, KCCC reserves the right to cancel any facility use if they are needed for ministry purposes or activities deemed to have higher priorities. Any scheduled event will only be cancelled or rescheduled under the most extreme or unusual circumstance and with as much notice as possible.

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Facility Usage Hours

Facility usage, including set-up and cleanup time, should be scheduled between the hours of 9:00 am and 9:30 pm, Tuesday through Sunday. Facility usage between the hours of 4:00 pm to 9:30 pm requires the presence of church staff or person authorized by Facility Management Team. The only exception to this requirement is approved sports related activity that meets all the requirements under **the Sport Ministry Policy**. Church is closed on Mondays for all activities except first priority activities. In addition, church facilities are not available for use on Thanksgiving Day and Christmas Day. Certain black out dates as determined by KCCC will also not be available so as to accommodate KCCC special events.

Request Approval Process

All requests for facility usage must be submitted by completing *Room Usage Request* form. The KCCC church office reviews all First Priority activity requests, the church office after consultation with the pastoral staff will reviews all Second activity requests and KCCC Church Council reviews all Third Priority activity requests and will approve or disapprove them based on the previously stated criteria and availability. At the recommendation of church office, KCCC Church Council may also review any activity requests for approval. The decisions of KCCC Church Council regarding all facility use shall be final. Request will not be complete until the *Facility Usage Request* form has been approved and notification made to person requesting use of the facility.

The date on which the church office receives the form will establish the priority of the request when there is more than one request for the same space at the same time. Prioritization of requests detailed in the above section shall specify the precedence. When conflicts in facility usage arise between parties with reoccurring reservations, space has to be shared.

Prior to approval, organized activities classified under the second, and third ~~fourth~~ priority above requires the individuals who participate the activity/event to submit a signed Release and Hold Harmless Agreement. The responsibility for signing of the Release and Hold Harmless Agreement should rest on the organization or individual requesting facility usage. KCCC reserves the right to require organization classified under the third priority above to have a liability insurance policy with a minimum of one million dollars in liability coverage. KCCC may also, at its discretion, require organizations to add KCCC as an “additional insured” to organization’s insurance policies prior to facility usage.

General Rules

Use of any of the KCCC facilities will be at the risk of the user. KCCC does not assume any liability or responsibility for injury to a user of the facilities. Furthermore, KCCC will not be responsible for the security of any person, vehicle or property of those using parking spaces.

1. The Activity Organizer of an organization or individual requesting facility usage:
 - Must be at least 21 years old.
 - Must be present at all times during the activity.
 - Is responsible for the conduct of its participants and is responsible to ensure compliance with this policy.
 - Shall be responsible for the cost of repair for any damage.
2. Individuals and groups shall treat the facility with respect and keep the facility in good condition.
3. Smoking, drug, and alcoholic beverages are prohibited in KCCC facilities.
4. Firearms or any other weapons that are not authorized by KCCC are prohibited in KCCC facility.
5. Only the space, rooms and/or equipment requested and approved may be used.
6. For activities that require prior set-up and clean up afterward, the facility must be reserved for those time as well.
7. When children and youth that are 14-year-old and under come to church, they must be under the supervision of their parents or adults at all times. If space is required for their attended care, this space must be reserved

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when the main space is reserved. Any group bringing children must provide adequate childcare for their safety. KCCC is not responsible for unattended children.

8. Heat and air conditioning systems and settings are pre-set and controlled by KCCC church office and should not be changed.
9. Food is allowed in specific areas in church and requires prior approval by church office.
10. No bicycles or skateboards are allowed inside the church building.
11. Posting of any signage in the building related to a scheduled event must be approved in advance through the church office.
12. No signs, banners, flags, streamers, etc. can be attached or hung from any wall, post or beam within or outside the property without prior approval of the church office.
13. Animals should not be brought into any part of the building except for working/guide dogs. Any animal within the church property must be on a leash; the owner is responsible for waste clean up.
14. Return facility to the condition in which it was received. Chairs, tables, and other items must be returned to original positions or storage. Floors must be swept, and areas cleaned up. All garbage and litter created by the use must be collected and placed in the dumpster at the rear of the church.
15. KCCC is not responsible for any lost items.
16. Contact church office as soon as possible for any injury or accidents.

Additional Provision for Sport Related Activities: Please refer to Sport Ministry Policy

Specialty Equipment

- Sound system: Due to the sensitive nature of our sound and audio-visual equipment, only members of the KCCC Audio/Visual (A/V) team are authorized to operate the sound, lighting and projection equipment at KCCC.
- Sound system: Church owned electronic equipment may not be removed from the KCCC facility unless approved by KCCC A/V team. If rented/borrowed equipment is brought for special events, the equipment must be removed immediately after the event. KCCC equipment cannot be used in conjunction with other equipment without approval of KCCC A/V team.
- Kitchen: At this time, cooking is not allowed in the kitchen, use of kitchen is strictly limited to distribution of cooked food.

KCCC Church Council will review policy annually