

## King of Peace Episcopal Church

### Facility Use Guidelines

*We at King of Peace know that God has blessed us with beautiful grounds and a lovely facility and that we are charged to be good stewards of these resources under our care. We understand this is holy ground and we ask that you respect it as such. However, it is also part of the charge of stewardship to share what we have with others and so we encourage appropriate community use of our building.*

1. Use of any or all parts of the building and grounds of King of Peace by any individual or group will be at the discretion of the Junior Warden in consultation with the Rector. In the absence of a Rector, the Junior Warden shall have discretion over the facilities. The building and grounds may not be used for any business or political purposes. All users must be non-profit organizations or individuals. Services and activities of the church take precedence over all other activities.
2. Use of the building or grounds must be coordinated through the church office (912-510-8958) or [contact@kingofpeace.org](mailto:contact@kingofpeace.org). Anyone desiring to use the space shall receive a copy of these guidelines and will sign and return the statement of acceptance along with any fees or deposits. Space reservations should be a minimum of two weeks in advance of the date requested. If a key is issued, it must be returned within 48 hours of the event and before any deposits are refunded.
3. A fee (which may be waived at the discretion of the Rector and Vestry) must be paid to the church office at the time of reserving the facility. The amount of the fee is determined by the proposed usage and the length and frequency of usage. There is a minimum fee of **\$50** for three hours use. Depending upon the proposed use of the property, a deposit of **\$100** may be charged in addition to the usage fee to cover the cost of professional cleaning or potential damage. The deposit will be refunded if the facilities are left in good order.
4. Only the specific spaces reserved will be available for use to the group.
5. Because we do not have a full time cleaning service, we ask that you be respectful of the next group needing to use the space. When leaving, please ensure that:
  - All property and furniture has been returned to its rightful place and condition.
  - All trash and litter has been properly disposed of in the dumpster alongside our parking lot.
  - Floors have been swept and/or mopped and all tables wiped down.
  - All lights are turned off including those in restrooms and closets.
  - The thermostat should be left on automatic and heat returned to 64 degrees or air conditioning to 77 degrees.

- If the dishwasher is used, the dishwasher must be run according to the guidelines posted in the kitchen and shut off before leaving. Likewise, any other appliances (e.g. coffeemaker, stove) must be turned off and left clean.
  - Locked areas and doors must be locked back up before leaving.
6. Limited alcohol usage may be permitted for some events but special permission is required. Illegal drugs are prohibited as is any tobacco usage within our building. When smoking outside, **use of the smoking receptacle is required. Drinks and food are not permitted in the sanctuary** unless special permission for food in our worship area is specifically stated on this form.
  7. Posters, decorations, etc. may not be attached to church property without expressed permission.
  8. No furnishings may be removed from the church property.
  9. Children and Youths must be properly supervised at all times. Supervision is required inside and outside the building at all times. If anyone is watching over children separate from the rest of the group that is meeting, that supervision must include **at least two persons over the age of 16, one of whom must be over 18 years of age. No single adult may be left with any child other than his or her own, or a child for whom they serve as legal guardian. \_\_\_\_ Initial.**
  10. **Due to insurance liabilities with the King of Peace Day School as well as liabilities of the church, use of the Day School Playground be prohibited for any events other than those held by the Day School.**

**Statement of Acceptance**

I have read the above policies for the use of the building or grounds at King of Peace Episcopal Church and agree to abide by them. As well, I agree to be responsible for all persons using the property under this agreement. I agree to return any keys borrowed within 48 hours of the event.

Name: \_\_\_\_\_ (print) Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Organization: \_\_\_\_\_

Please describe the nature and purpose of the event you wish to have at King of Peace Episcopal Church and describe the activities involved:

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Day of the Week of Event: \_\_\_\_\_

Time of Event: Begins at \_\_\_\_\_ a.m./p.m. and ends at \_\_\_\_\_ a.m./p.m.

Access requested to facilities (including set-up and clean-up time) begins at  
\_\_\_\_\_ a.m./pm. and ends at \_\_\_\_\_ a.m./pm.

What facilities are you requesting? (Please describe the specific rooms or areas or land that is desired for use):

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***Groups/organizations must not assume that the kitchen area is available for use.***

Special Permission must be given if you are requesting use of the kitchen. Please describe what level of access you will need and who, using what equipment, dishes or supplies, will do what food preparation:

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***I understand that the Georgia Fire Marshal Code stipulates that NO CHILDREN are allowed in the kitchen area UNDER THE AGE OF 18. \_\_\_\_\_(Initial)***

I understand that the kitchen at King of Peace Episcopal Church is a facility under the direct authority of the Camden County Health Department. Anyone who desires to use the kitchen facility must have attended the Basic Food Service class provided by the Environmental Health Department that will be offered at King of Peace Episcopal Church. The church will endeavor to provide this class annually.

\_\_\_\_\_ (Initial)

If you are requesting use of the kitchen, give the name(s) of those who will be responsible for the handling of food. Please give the person(s) date of attendance of the Basic Food Service class, which will also be on file in the church office. The church will endeavor to provide this class annually.

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Will you charge any fees at your event: [  ] Yes [  ] No

Will children or youth be in the building during the event? [  ] Yes [  ] No.

If so, they must be attending the event with their parent/guardian/authorized adults and must be with and be supervised by those parent/guardian/authorized adults throughout their time in the building and/or grounds.

**Children must have supervision at all times both in the building and outside.**

**If the Sanctuary must be used, children need to be instructed NOT to touch any equipment. Respect is essential in the church sanctuary.**

Do you take responsibility for assuring that this will occur? [  ] Yes [  ] No

**King of Peace Episcopal Church will NOT be held liable for any and all accidents and/or injury (ies) that would occur on church property. \_\_\_\_\_ (Initial)**

**Any and all property damage requiring maintenance or replacement of any items located in the building and outside the building is the sole responsibility of:**

**Organization:** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone number:** \_\_\_\_\_.

A check in the amount of \$ \_\_\_\_\_ accompanies this request, which includes a \$ \_\_\_\_\_ fee for the use of the space and a \$ \_\_\_\_\_ deposit for a cleaning/security deposit.

**Special requests or waivers:**

Cost-sharing fees for facilities use will be assessed according to the Facilities Use Policy unless a waiver is requested and granted. If you wish to request a waiver of cost sharing fees, please make and justify that request here:

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*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Approved by King of Peace Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Office Use Only: This event was placed on the church calendar on*

*(Date)* \_\_\_\_\_ *Initial* \_\_\_\_\_

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## King of Peace Facilities Use Check List

Please fill out the following facility use checklist each time your group/organization utilized these facilities. This form must be left on the counter outside of the kitchen window at the completion of each meeting/activity.

Name of organization/group: \_\_\_\_\_

Name of authorized person for group: \_\_\_\_\_

Contact number for authorized person: \_\_\_\_\_

### *General facility use:*

Sweeping the floor after meeting and/or activity [  ]

Mopping the floor after meeting and/or activity [  ]

Washing table tops [  ]

Take tables down and place in designated area even if they were left up for your use [  ]

Taking trash from restroom and meeting area to the dumpster [  ]

Replace trash can liners in trash cans [  ]

Returning chairs to their designated area [  ]

Check the restrooms for cleanliness, i.e. toilets flushed, floor swept and mopped if necessary [  ]

***If kitchen is used:***

All items returned to designated place [ ]

No dishes are left in the sink [ ]

Floor swept and mopped [ ]

All counters wiped down and sanitized [ ]

**No group has the authority to use the dishes, silverware, cups, etc. designated as PRESCHOOL.**

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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