



## **FACILITIES USE POLICY**

Knollwood Community Church (KCC) maintains facilities for the use of its members, regular attendees, and for community activities. Throughout this document the term members will be deemed to include members and regular attendees.

**Vision:** to see lives changed by Jesus Christ

**Mission:** creating an environment whereby people grow into disciples of Jesus.

### **General Guidelines**

- 1) A *Request for Use of Facilities* form must be completed and submitted to the church office for approval in order to secure the date and room(s) or equipment requested. This form is attached.
- 2) Activities will not be reserved on the church calendar until a facilities form is approved
- 3) Approval will generally be considered by the church staff. For unique requests with no clear precedent, approval must be given by the full Board.
- 4) As a general rule, for-profit groups may not use KCC facilities. Exceptions to this policy may be considered and approved by the Board. Applications for exception must be submitted to the Executive Pastor to be forwarded to the Board.
- 5) No group whose purpose or event conflicts with KCC values, purposes or mission may use KCC facilities.
- 6) Scheduling priorities are as follows:
  - KCC ministries
  - KCC-supported ministries
    - Member involved
    - No member involved
  - KCC member event
  - Non-profit group event
    - Member involved
    - No member involved
- 7) The Executive Pastor will decide whether or not the scheduled event must be supervised by a KCC member/staff on site.
- 8) Alcoholic beverages and drugs are prohibited on church property. Smoking is prohibited inside the buildings and is discouraged on church property.
- 9) The applicant will be responsible for any needed chair and table set up.
- 10) In the event of any damages, the applicant will be billed for repairs. A security deposit may be required for certain events.
- 11) Equipment owned by KCC is to remain on the property.

## Specific Room Guidelines

All general guidelines above apply for each space listed below.

### 1) Kitchens

- a) Requests for use of the Learning Center kitchen, related equipment and supplies, and Fellowship Center kitchenette must be submitted to the Executive Pastor using the *Request for Use of Facilities* form, preferably two weeks in advance of the event.
- b) Dishes, utensils, cookware must be thoroughly cleaned and returned to their proper place. Nothing should be left in dish drainers, dishwasher, on countertops or serving tables.
- c) Work surfaces: Please remove food residues and sanitize all countertops, tables, stovetop, and sinks.
- d) All leftover foods and beverages must be removed immediately after the event. Do not leave them in the frig or on the counters.
- e) ALL trash must be taken to dumpster.

### 2) Learning Center Building

- a) Use on Sundays is not permitted prior to 12:00 pm.
- b) The Learning Center must be left in the same (or better) condition than it was at the beginning of the activity.

### 3) Fellowship Center

- a) If the sound system or DVD system is required, training can be scheduled. Two weeks advance notice is requested.
- b) All decorations must have prior approval by the Executive Pastor.

### Group Sleepovers

- 1) Sleepovers are generally discouraged. Consideration will be given to groups such as missions groups, out-of-town church youth groups/choirs/etc., and youth lock-ins.
- 2) All facilities must be left in the same condition as when the group arrived.
- 3) The group must be supervised by an adult(s). The ratio of adults to children/youth is recommended at one to five (1:5). If the group is of mixed gender, both male and female adults are required at the stated ratio.



**Facilities Use Application**

Knollwood Community Church

10000 Coffey Woods Road • Burke, VA 22015 • 703.425.2068 • 703.425.7097 fax

Today's Date \_\_\_\_\_ Name of Applicant \_\_\_\_\_

Name of Event \_\_\_\_\_

Purpose of Event /How it relates to KCC vision \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Person in charge of event \_\_\_\_\_

**\*\*Person in charge must be present at the event.\*\***

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

**Date(s) of Event** \_\_\_\_\_

**Times of Event:** Setup Time: \_\_\_\_\_ Event Start: \_\_\_\_\_ Finish: \_\_\_\_\_ Cleanup Complete: \_\_\_\_\_

Rooms requested:  Worship Center  Fellowship Center  Learning Center

Other: \_\_\_\_\_

Expected # of Attendees \_\_\_\_\_ Is food served at this event? \_\_\_\_\_ Kitchen needed? \_\_\_\_\_

What Technical Support is needed?

- Sound System
- Microphones # \_\_\_\_\_
- Lights
- Video

**Note: If you need to use one of these systems, one of our tech crew must operate the system.**

What additional items are needed?

- Chairs # \_\_\_\_\_
- Tables # \_\_\_\_\_
- Other \_\_\_\_\_

**Note: Each ministry is responsible for their own set-up and take-down.**

***I have received a copy of the Knollwood Facility Use Policy and, if approved, agree to follow all stipulations of the policy.***

\_\_\_\_\_  
Signature

*(Office use only)*

Staff Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Fee: \_\_\_\_\_

Other approval conditions \_\_\_\_\_