



Facility Use Guidelines

We at King of Peace know that God has blessed us with the beautiful grounds and a lovely building and that we are charged to be good stewards of these resources under our care. We understand this to be holy ground and we ask that you respect it as such. However, it is also part of 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 is at the discretion of the Vicar (our Priest) in consultation with the Church's Mission Council. In the absence of a Vicar, the senior 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. 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. If a key is issued, it must be returned *within 48 hours of the event* and before any deposits are refunded. Space reservations should be a minimum of two weeks in advance of the date requested.
3. A fee (which may be waived at the discretion of the Vicar and Mission Council) 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 \$35 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.
 - If necessary, floors have been swept or mopped and 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.
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. Drinks and food are not permitted in the sanctuary unless 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 must be properly supervised at all times. If anyone is watching over children separate from the rest of the group which 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 their own or a child for whom they serve as legal guardian.

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 as 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: _____ Email: _____

Address: _____

Organization/Purpose: _____

Date requested: _____ Time period: _____ # People: _____

Description of Request (space, activity, items needed such as table and chairs, TV/VCR, etc.)

Will you charge any fees at your event: yes no

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:

Signature: _____ Date: _____

Approved by King of Peace Signature: _____ Date: _____