

**Christ the King Anglican Church**  
**Building Use Policies and Procedures**

Version October 25, 2023

INTRODUCTION. We believe that everything we possess is a gift from God entrusted to our care to be used for his purposes. To that end, Christ the King (CTK) has developed the following policies and procedures for the use of the property, building and equipment located at 1801 N Quaker Lane, VA 22302 for entities other than CTK. These policies and procedures describe who may use our church property, the process for seeking approval to use the property, under what conditions, and defines responsibility for administering these functions.

CTK's primary mission is to be a church in Alexandria that exalts Christ in worship, grows in Christ as family, and to proclaim Christ through our lives. Its property shall be operated consistently with CTK's mission and Bylaws.

1. ACCEPTABLE USES

- a. Any use of church property must further CTK's mission. Moreover, no use of the CTK property may be inconsistent with the primary mission of the church as explained in the Introduction.
- b. Any use of church property must take place without interfering with CTK's regularly scheduled activities or church calendar events, i.e., Easter, Christmas, etc.
- c. Types of uses that typically would be acceptable include but are not limited to basic religious activities of worship, teaching, service, and fellowship; service to persons within and without the church; community service; general educational activities; personal growth; weddings & funerals (see below).
- d. Weddings: In order to get married at CTK, either the bride or the groom must be an active member of the church. Both the bride and the groom must be baptized Christians. If either the bride or the groom has been previously married and divorced, the bishop of our Diocese must approve the remarriage. (This process takes longer, so please contact a CTK clergy member as soon as possible.) All weddings at CTK must be approved by and are at the sole discretion of the Rector.
- e. Funerals: Funerals at CTK are generally for individuals who previously or currently attended CTK or is a family member of a parishioner. CTK does allow for some exceptions. All funerals at CTK must be approved by and are at the sole discretion of the Rector.

2. PROHIBITED USES

- a. Any use that conflicts with or undermines CTK's mission or purpose, as determined by the Rector.
- b. Any political campaign activity. (see IRS Revenue Ruling 2007-41, June 18, 2007)
- c. Any activity which would be contrary to the property insurance as held by CTK or adversely impact the liability of CTK.

3. USES REQUIRING ONLY WARDEN AND RECTOR APPROVAL

- a. Incidental requests, such as a neighbor requesting one-time use of the parking lot.
- b. Requests from CTK outreach partners.
- c. Requests by a parishioner for events unrelated to the CTK mission.

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4. USES REQUIRING VESTRY APPROVAL

- a. Any use by a for-profit business or commercial organization.
- b. Long-term activities, that is any activity where the requested use is longer than three months.
- a. Any activity where a fee is charged and/or a profit is generated.
- b. Requests including the use of alcoholic beverages.
- c. Requests by another church or religious organization.
- d. Unique requests with no clear precedent, as determined by the Rector.

5. PROCESS FOR REQUESTING USE

- a. All requests for use of the building must be clear and accurately describe the purpose of the event or use.
- b. The sponsor of any individual or group wishing to use church property shall complete and submit a [Building Use Request Form](#) to the director of operations.
- c. Upon approval, Sponsor will sign a CTK Building Use Agreement.
- d. Requests for use must generally be provided at least one month prior to use.
- e. Sponsor is required to be present for the entirety of any event(s), and the Sponsor is expected to maintain awareness of the general nature of the event and have measures in place to ensure that the Rules of Use (Section 7) and CTK Building Use Agreement are complied with.

6. SCHEDULING AND REPORTING

- a. The director of operations, in consultation with either warden, has authority to decline any proposed use, including but not limited to those falling within Section 2 (Prohibited Uses), Section 3 (Uses Requiring only Warden and Rector Approval), or Section 4 (Uses Requiring Vestry Approval).
- b. The director of operations is responsible for assigning space and maintaining a calendar of scheduled uses of church property.
- c. Prior to seeking approval from the Vestry for any requests that require its approval, the director of operations will use discretion and, where appropriate, consult with the church's insurance broker in advance.
- d. The director of operations shall report regularly to the vestry concerning all approved uses of the church property under this policy.

7. RULES OF USE

- a. CTK reserves the right to schedule other concurrent events or activities in other parts of the building while another group is using the facility.
- b. The Sponsor must agree to exercise the utmost care in the use of church facilities, to supervise thoroughly the actions of participants, and to leave the facilities in good, clean condition. That includes clean-up of any tables and chairs used and trash put in the outside trash bins, unless another arrangement has been made with the director of operations for a fee.
- c. We ask that users of church property be good neighbors to the church's

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neighbors.

- d. In the event of damage to church property, the Sponsor shall accept and pay the amount of repair or replacement costs determined by church staff in the reasonable exercise of their duties.
- e. Permission to use any church property is nontransferable and is bound by those who request use in the CTK Building Use Agreement. Approval to use the church may not be transferred to another individual or group.
- f. Users of church property shall confine themselves to the areas outlined and approved in their CTK Building Use Agreement.
- g. Users of church property shall not exceed the capacity limits as set out in their CTK Building Use Agreement.
- h. Serving or eating food is restricted to pre-approved, designated areas and requires clean-up post events.
- i. No alcohol, other than for purposes of religious services, is allowed on CTK's property without the Rector's prior permission.
  - i. The only alcoholic beverages allowed are beer and wine.
  - ii. Any beverage containing alcohol must always be clearly labeled.
  - iii. Alcoholic beverages must be served by an adult and may not be self-serve.
  - iv. Alcoholic beverages may only be served without charge.
  - v. Alcoholic beverages may only be served where food is also served.
  - vi. Under no circumstances may persons under age 21 be permitted to consume alcohol.
  - vii. No open containers of alcohol are permitted outside the building.
- j. No audiovisual equipment may be used without the prior knowledge and consent of CTK. If approved by CTK, Audiovisual equipment must be used only by an experienced operator, trained by CTK staff prior to the event.
- k. CTK equipment, as a general rule, should remain on the property.

## 8. AFTER-HOURS BUILDING ACCESS

- a. If the church property is open for use outside normal business hours, a CTK employee or the rental Sponsor will open and close the building and ensure the building is secure after the events. Hallways lights are to be left on and all doors locked.
- b. If church property is open for use outside of the church office's normal business hours, a CTK employee or the rental Sponsor must be present for the duration of the event.
- c. The director of operations shall secure all building keys and maintain a log of any person, other than a CTK employee, who has access to any key, including the date provided and the date returned.
- d. All instances of lost keys must immediately be reported to the director of operations.

## 9. FEES

- a. Guide for an explanation of fees is attached. (Fee Schedule).
- b. To the extent that use of church facilities requires (1) custodial work, and/or (2) CTK staff to be present for any event, the responsible Sponsor or group shall pay

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- a cost reimbursement fee (see Fee Schedule).
- c. The Fee Schedule is subject to an annual review and approved by the Vestry. Fee increases will be communicated in writing to the Sponsor one month prior to the increase for recurring events.
- d. Waivers of Fees are within the Rector's judgment to the extent that the Rector, in consultation with the Sr. or Jr. Warden determines that waiver of a fee is appropriate because the event furthers the mission of the church.
- e. The Fee Schedule is intended to cover routine uses of the Church Property. However, if a Building Use Request Form proposes a use which would require resources (e.g., technical support from a staff member) fees may be required for the purpose of covering these costs.
- f. If Sponsor(s) would like to collect a free-will offering at an event, the Sponsors are to receive permission for the offering ahead of time by explicitly listing that on their Building Use Request Form.

## 10. INSURANCE

- a. With the exception noted below, the director of operations will determine on a case-by-case basis which property use requests require proof of adequate insurance by the Group/Sponsor.
  - i. Proof of adequate insurance must be provided by anyone intending to make alcohol available at an event.
- b. When required, the Sponsor shall furnish to the church a certificate of general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming Christ the King Anglican Church as an additional insured. The certificate must be received by CTK seven (7) days before the event date.