

BUILDING USE REGULATIONS GOVERNING RENTAL FACILITIES OF
CHRIST THE KING LUTHERAN CHURCH

1. All functions shall end no later than 10:30 pm. All post-event cleaning by renter and if applicable, catering/serving staff, must be completed and all persons must be out of the building by 11:00 pm.
2. All functions held by non-CTK members shall, at the sole discretion of the Church, require a church representative (Event Manager) to be present at various times during the function depending on the type of agreed to rental. The cost for the Event Manager is built in to the rental fee.
3. The policy regarding alcoholic beverages allows that only wine (including champagne) and/or beer may be served. Alcohol may not be consumed outside of the agreed to rental space or outside of the building and no open wine bottles may be placed on guest tables.
 - If alcohol is being served, but not sold and admission is not charged for the event, the renter must abide by the policies outlined above and assumes all liability for all alcohol distribution.
 - If alcohol is being served and sold at the event or admission is being charged for the event, the applicant renter must abide by the policies outlined above, assumes all liability for all alcohol distribution and must apply for and obtain a one-day liquor license from the office of the Board of Selectmen, Town Hall, Holliston (508/429-0608). Allow at least two weeks for the application to be reviewed and approved. A copy of the license must be on file with the church office one week prior to event.
4. If renter is hiring a caterer to work in the kitchen, the renter must secure a Temporary Food Service Permit by filing an application with the Holliston Board of Health, Town Hall, Holliston (508/429-0605). The caterer should allow at least two weeks for the application to be reviewed and approved. A copy of the permit must be on file with the church office one week prior to event. Please note the actions by any caterers hired by the renter are the responsibility of the renter.
5. Certificates of insurance covering Worker's Compensation and Public Liability must be procured from any catering firm and/or bartender employed by the renter and placed on file with the church office at least one week before the function. The church reserves the right to request insurance coverage certification from any renter.
6. Renters not employing caterers may use the kitchen facilities only for warming or chilling of prepared food products. No cooking 'from scratch' will be permitted by general renters. Renter is responsible for providing kitchen and cleaning supplies. See suggested list on page three of this document.
7. All renters (including members of this congregation), guests and renter-hired services providers shall use only the specified rental spaces within the facilities assigned to them and shall at all times maintain proper decorum while on church property. The renter agrees that capacity limits, as stated on the Rental Fact Sheet for the rented space within the church, will not be exceeded. Failure to comply with Christ the King Church's stated limits will result in an immediate end to event and the loss of the security deposit.
8. All renters and all renter-hired service providers shall leave the facility clean and in the same condition as existed at the time of the mandatory pre-event walk-through with the Event Manager. This includes at the conclusion of the rental, removing all personal property, trash and debris and any items brought in to the facility by the renter or caterer (ex: gift wrap, boxes, room and table decorations, kitchen items, etc.) Specific cleaning responsibilities are defined by type of rental and are listed on page three of this document.
9. The renter shall be held responsible for any loss or damage to the facility and to any mechanical items, equipment or systems serving the facility. Any expense incurred by the church as are result of such loss or damage shall be the responsibility of the renter. In the event of such loss or damage, the security deposit will be retained and applied to the cost of repair. Renter shall promptly pay upon demand all additional costs. A post-event walk-through must be conducted with the Event Manager before the renter departs from the building. Failure to conduct this walk-through may result in loss of some or all of the security deposit.
10. The renter, on behalf of the renter, the renter's guests and renter-hired service providers, agrees to indemnify and hold harmless the Christ The King Lutheran Church, its officers, council, congregation servants and agents

against and from any and all claims, damages and losses, including attorney's fees, resulting from, arising out of, or arising during renter's use of the premises or in any way related thereto. The Church, its officers, council, congregation, servants and agents assume no responsibility for damage or loss of property, personal or otherwise, in the church buildings, parking lot or grounds. Security of gifts and of all private property is the responsibility of the renter.

11. Local fire code severely restricts the use of candles. Lighted candles may not be used as in-room décor.
12. Smoking is not permitted within the church buildings or within 10 feet of any entrance.
13. Renters, to whom use of a specified rental space has been granted for a children/youth event, shall provide adult supervision at a reasonable, agreed to ratio for the type of event and age of attendees. Adult supervisors shall be present during the entire time the facilities are in use and are solely responsible for the children at all times.
14. The Church may require, at its sole discretion, that the renter hire, at the renter's expense, one or more police officers or other security personnel for duty the day or night of the function.
15. Any special equipment or items secured by the renter for use at the facility (ex: dance floor, special A/V equipment, etc.) must be made known to and approved by the church office seven days in advance of the event so proper arrangements can be made to receive such items. The church will not be responsible for rented items stored on church property before or after the event.
16. Renter shall not make any changes, alterations, modifications or additions to the Facility. No decoration may be taped, tacked, stapled or nailed to any walls, ceilings, floors or other structural areas of the buildings. No object(s) shall be so placed as to obstruct visibility or access to/from exits.
17. All decorations must be non-flammable. Helium balloons may be used but we request that the attached strings be long enough to retrieve from the ceiling if they should come loose.
18. Scattering of confetti, rice, birdfeed or other like substances is not permitted anywhere on church property.
19. All food and drinks are to be kept within the rented function room away from carpeted areas.
20. The dishwasher and sanitizer may not be used by renters. Because of Board of Health regulations, renters must bring their own cleaning and food preparation supplies (ex: dishwashing soap, sponges, dish cloths, serving utensils, etc.) to use in the kitchen and/or rented space(s). See suggested list on page three of this document.
21. The playground on the church property is not available for use at any time.
22. In the case of a building emergency or other event out of the control of the church, the church reserves the right to cancel the renter's event and will work with the renter on a timely rescheduling of the event.
23. The cancellation policy in the event of severe weather-related or other renter-originated emergencies is:
 - If severe weather is forecasted for the day of the event, as early as possible, renter shall begin conversations with the church office (during business hours) or the assigned Event Manager for arrangements regarding any possible delays or cancellations.
 - If the event must be postponed or cancelled due to severe weather conditions or another emergency situation, every effort will be made to reschedule without penalty to the renter.
 - If the event is cancelled four weeks prior to the contracted event date for reasons other than weather, the Church shall retain the application deposit only.
 - If the event is cancelled less than two weeks prior to the contracted event date, the Church shall retain one-half the basic rental fee and the application deposit.
 - If the event is cancelled within 48 hours of the contracted event date and time, the Church shall retain the basic rental fee and the application deposit.

Stipulations for "Value Package" Renters

- The renter will be responsible for the set-up, light cleaning, breakdown and return to storage of all tables and chairs and other items requested by renter.
- The renter will be responsible for a satisfactory clean-up of the rented space and all associated areas (including, but not limited to bathrooms, kitchen, hallways, entry ways, etc.) after the event has ended. Brooms and dustpans will be available however the renter should bring all other cleaning supplies as they cannot be provided by the Church per policy of the Board of Health.
- The rented space must be returned in the same condition as existed at the time of the pre-event walk through with the event manager. (See Item 8 for further clarification)
- Trash must be gathered and removed to the secure trash receptacle before exiting the building.

Stipulations for all “Full Service” Renters

- The renter will be responsible for returning the rented space in the same condition as existed at the time of the pre-event walk-through with the Event Manager. This includes returning all chairs and tables to their pre-event positions and condition. (See item 8 for further clarification).
- Trash must be gathered in to the available trash receptacles before exiting the building.

Suggested Kitchen and Cleaning Items Renters Should Plan on Bringing if Using Kitchen

Dish towels	Storage bags	Other cleaning supplies
Pot holders	Foil/Plastic wrap	Cutting board/knives
Sponges	All serving utensils	Can opener
Paper towels	Dish detergent	Pots/Pans

All persons and groups using the facilities of Christ The King Lutheran Church acknowledge their willingness and intention to comply with the above regulations.

In case of emergency, contact Police/Ambulance/Fire – Dial 911

In the event of an emergency, document the following if at all possible:

Injured person’s name and address
 Witnesses’ names and addresses
 Name of police and/or EMT responding
 Description of incident