

Our Policy

Awaken Church KC welcomes the use of its facilities to its members and congregation in personal activities that agree to abide by this policy. The building is primarily for use by the church and ministry-sponsored programs. However, when not required for church functions, the lower level of the building is available for individuals and groups in support of Awaken's mission - to create opportunities for others to encounter the love of God. Commercial organizations are not eligible to use our facilities unless the purpose of the meeting is continuing education for Awaken staff.

Usage Fees

No fees are charged to use or reserve facilities for active members. *Those who regularly engage in Awaken Church KC services (attendance, giving, etc) are considered to be active members.* Non-members are required to give a donation to use our facilities and the amount will be negotiated on a case-by-case basis.

Description

Only the lower level of the building is available for use. It is accessible by stairs through the front entrance or at ground level through a door at the southwest corner. Maximum room occupancy is 200. In most cases, there are 11 round tables, 25 folding chairs, and 14 bar stools available for use in the fellowship hall area. Projection and/or sound systems are limited pending the availability of a trained church operator. Restroom facilities are located in a separate room east of the fellowship hall on the lower level. This room is also available for use, but holds multiple staff offices that are off limits.

In the event of emergency, a church representative should be contacted.

Andrew Herrick • (913) 481-7941

Antonio Gutierrez • (913) 963-8166

Aldo Alvidrez • (913) 963-9692

The building address is: 4830 Rainbow Blvd., Westwood, KS 66205.

General Process

In order to reserve space, a usage request form must be completed and submitted to the church office and approved. The person signing the application is the guarantor. He/she must be at least 18 years of age and will be responsible for ensuring policies and procedures are followed. *Please note: Keys will not be given out to anyone other than authorized church staff; therefore, all requests are subject to the availability of a staff member to open the building.* Reservations may be made up to 2 months in advance and are on first come, first serve basis. As stated above, church and ministry-sponsored programs will have priority. If a question arises regarding the eligibility of any person requesting building use or eligibility of an event, the church board will have final authority in granting or refusing permission.

If approval has been given for use, either party may cancel the reservation and should communicate to the other as soon as possible. In the event the church makes the cancellation, Awaken Church will contact the guarantor as soon as possible and attempt to find a reasonable opportunity to reschedule. Awaken Church KC will not be held liable for any lost profits or incidental, indirect, or consequential damages arising out of the inability to use the premises.

General Guidelines

Anyone using our facilities and/or resources must agree to abide by the following general guidelines:

- Guarantor warrants that the building and premises will only be used if it is in a safe condition. **Awaken Church KC and its officers, members and other representatives will be held harmless against any claims, liabilities, damages, actions, costs and expenses arising out of the use of the church facilities.**
- Room set-up is the responsibility of the Guarantor. He/she will ensure that the area will be returned to the same condition as it was found - to include: empty trash, return tables and chairs, clean restrooms, clean up spills, wash dishes,

wipe counters, notify staff if anything was broken or supplies are running low, etc. **Any damages to the premises, equipment and/or furnishings will be charged to the Guarantor.** Lights shall be turned off and outside doors locked prior to leaving the church.

- Users are responsible for their personal property at all times. The church is not liable for loss or damage of personal property.
- Drugs, alcohol, and tobacco products are not permitted in the building or on the grounds at any time. Unauthorized firearms are not permitted in the building or on the grounds at any time. Any activities that might endanger the church's status as a tax-exempt entity or violate government laws are prohibited.
- Requests for technological equipment and additional furnishings must be made ahead of time. Only approved staff can operate sound and media equipment.
- Individuals and groups using the building are responsible for maintaining order. Appropriate conduct consistent with church operation is expected. When children are in attendance, the Guarantor acknowledges that adequate supervision will be provided. Children are not permitted to roam freely on church property (inside as well as outside).

Questions about facility use can be directed to awakenchurchkc@gmail.com.

Non-Compliance

Failure to comply with these policies may result in denial of future use, financial liability for damages, and/or immediate removal from premises. In case of such removal, Awaken Church KC is not held liable for any loss, theft or damage of personal property. Any damages due to time, capital invested or monies from the Guarantor are indelible.

Policy approved on February 15, 2022.