

Christ Church Episcopal

Access and Utilization of Christ Church Buildings

Policy: IV. B.
Initiated: 2022-06-09
Revised: 2022-07-12
Reviewed: 2022-09-18

Individuals or groups requesting use of Christ Church, Fox Hall, or Canterbury House should contact the church office for information at 423-266-4623.

- A list of keys that are out to members must be registered at all times in the church office. If you have a key and are not certain that it is on the registry, please contact the Parish Administrator to have it added to the list.
- Please follow **security policies** for accessing, utilizing, and leaving church buildings.
- Obtain permission to use the facility through the church office.
- Keys must be signed out from the church office, returned, and signed in after use.
- Persons or group utilizing the building are responsible for leaving the facility as they found it, cleaning up after events and taking away and disposing of subsequent refuse.
- Keys are not to be left in the building but returned to the church office and signed in.
- Never leave the building unlocked when leaving.

GROUP MEETINGS

- Any group meeting at Christ Church must be attended by a sponsoring member of the Church during entire period of group's presence on the grounds.
- Only the church member will receive a key for access to the building.
- For a ONE TIME ONLY meeting, the sponsoring member may request a key on loan from the Junior Warden which must be returned within a week after the event.
- The sponsoring member is responsible for all actions of the group and must check ALL NINE doors of the church and Fox Hall to ensure that they are secure.