

# KCCC's Facility Reservation Guidelines

## Effective 6/14/2021

*As we transition to the new normal, we encourage those who wish to meet in-person indoors at church adhering to the guidelines specified below. Thank you for your understanding and cooperation!*

**CURRENT STAGE:** Yellow

### **MAKE A RESERVATION**

Facility usage is limited to KCCC ministries and can only be made by under shepherds or ministry leads.

We ask that you use online reservation link below instead of phone calls or emails:

<https://kccc.breezechms.com/form/4418ba>

Our office will respond to your query ASAP via email confirmation. Requests must be made at least 48 hours in advance of the meeting.

**Availability for use:** We make reservations based on the church's needs and do our best to meet your request(s). Room availability depends on the room's reservation status at the time, not all rooms available at the same time to help us manage the number of people present at church at one time. We reserve the right to reassign your gathering to a different room if needed.

**Reservation Cancellation or Extension:** The maximal reservation period for the reoccurring activity is three months (Dec – Feb/Mar-May/Jun-Aug/Sep-Nov). Additional reservation requests must be submitted should you need to extend your reservation. Please contact us at [office@katyccc.org](mailto:office@katyccc.org) ASAP if you need to make a date/time change or reservation cancellation. Failure to notify us at [office@katyccc.org](mailto:office@katyccc.org) may prevent your current or ongoing reservation from using the same space(s), if at all.

### **General Rules:**

1. The Event Organizer requesting facility usage:
  - Must be always present during the event.
  - Is responsible for the conduct of its participants and is responsible to ensure compliance with these guidelines.
  - Shall be responsible for the cost of repair for any damage.
2. Individuals and groups shall treat the facility with respect and keep the facility in good condition.
3. Only the space, rooms and/or equipment requested and approved may be used.
4. When children and youth that are 14-year-old and under come to church, they must be always under the supervision of their parents or adults. If space is required for their attended care, this space must be reserved when the main space is reserved. Any group bringing children must provide adequate childcare for their safety. KCCC is not responsible for unattended children.

## **SPACE OPTIONS**

- Maximum 10 people in 201/202, 203/204, 205/206, 303/304, 501/602, 502/503, 504/505
- Maximum 15 people in 105&106
- Maximum 20 people in 004
- Maximum 16 people in 001/002
- Maximum 31 people in 001/002/003
- Maximum 65 people in 001/002/003/004

## **TIME OPTIONS**

- Monday: Church facility is closed
- Tue-Sun: 10:00 am – 10:00 pm

## **PROTOCOLS**

We ask all attendees to abide by our current COVID-19 protocols while on church premises:

1. If you do not feel well, stay home. Additionally, those with a new onset of cough, shortness of breath, nasal congestion, nasal drainage, sore throat, muscle pain, and/or loss of taste or smell should not attend.
2. Masks are encouraged but not required.
3. Individuals or family units must be at least three feet apart.
4. Eating together is allowed but not encouraged. Bring your own food and drink and avoid sharing food.
5. Clean all equipment/facilities before and after usage – Use Clorox or alcohol wipes for all equipment & surfaces such as tables, chairs, counters, doorknobs, light switches, etc.
6. Designate one person to take attendance and coordinate cleaning.