



**GUIDELINES FOR VOLUNTEER USE OF PARISH FACILITIES**  
**CHRIST THE KING CATHOLIC CHURCH**  
**5973 SW 25<sup>TH</sup> STREET TOPEKA, KS 66614-1934**

*We consider this facility to be for God's work in the community  
and we expect everyone to use it accordingly.*

**1. ALLOWED USE AND USERS**

- A. The facilities are primarily for the use of Christ the King Parish and its members. Parish / School / EEC events, functions, etc., take precedence over all other requests for the use of the facilities.

PRIORITY FOR PARISH FACILITY RESERVATIONS:

- i. CTK Parish sponsored programs/activities
  - ii. CTK School or EEC sponsored programs/activities
  - iii. Events that are not sponsored by Parish/School/EEC will be charged for rental of facilities, first come, first serve basis.
  - iv. Facilities are not available for PUBLIC RENTAL.
- B. The facilities may not be used for money-making projects for personal or group profit with the exception of recognized Parish Groups and Organizations for fundraising purposes.
- C. Youth and children's groups must have suitable adult supervision. The active, registered parishioner must be present at all times. At no time and under no circumstances shall children/youth be left unattended, either when they are waiting for someone to let them in the building or when they are waiting for someone to pick them up following the event/activity.

**2. SCHEDULING (may not apply)**

- A. No campus facilities will be available for use during the Thanksgiving, Christmas Break and Holy Week.
- B. Requests for the use of the facilities must be made through the Parish Office at 273-0710.
- a. Reservations can only be booked by a Christ the King Church active, registered parishioner (age 21 or older) who will be present and act as the responsible representative of the group requesting the use of the facilities.
- C. Notify the Parish Office NO LESS THAN 24 hours in advance of the event, if your event cancels and use of the facility is not needed.
- D. Any use of the facility that is not Church, School or EEC sponsored must be coordinated through the parish office for scheduling.
- a. Activities and events can be reserved no more than six months in advance.
  - b. This may be limited due to pending scheduling of use by the Parish, School or EEC.
  - c. Use of the facility should not occur until approved and confirmed on the schedule.
  - d. All fees, insurance and other applicable rules and guidelines will apply.
- E. Requests made after business hours will be handled the next business day.

- F. Sports teams will be limited to 90 minutes per session with a maximum of two practices a week.
- G. There is to be no music or amplified sound in Yadrich Hall any time during which confessions or Mass are taking place in the church. Please close the double doors by the church office.
- H. Activities must conclude no later than 11:00 pm – which includes the facility being cleaned and vacated, immediately following the event

### **3. PARISH PROPERTY**

- A. Items belonging to the parish (tables, chairs, coffee pots, etc.) are not for personal use outside of the facilities and may not be removed from the premises.
- B. The active, registered parishioner must call the Church Office as soon as possible concerning the breakage of items or any missing items. Those items shall be repaired or replaced at the expense of the individual or group using the facility, as soon as possible.
- C. All groups are responsible for setting up their tables and chairs if the layout is different from the original configuration. All groups are responsible for putting the tables and chairs back to their original location.
- D. When decorating any rooms/space, nothing may be attached to the walls or ceiling. Decorations are not to be taped to painted surfaces, nailed, stapled or tacked to any surface. No confetti, glitter, rice, bird seed, or similar items are allowed inside or outside the building. All decorations are to be removed immediately following the event.
- E. Clean up after yourselves and take your trash out to the dumpster.

### **4. FEES**

- A. As a volunteer supporting God's work in our community, there are no fees associated with the facility use, specifically for this use only.
- B. All fees, insurance and other applicable guidelines will apply to any use of the facility that is not Church, School or EEC sponsored.

***VIOLATION OF ANY OF THESE GUIDELINES SHALL BE CAUSE FOR  
IMMEDIATE TERMINATION OF USE OF THE FACILITIES.***

**CHRIST THE KING RESERVES THE RIGHT TO REFUSE THE USE OF THESE FACILITIES  
TO ANYONE, AT ANYTIME.**

### **EMERGENCY CONTACTS:**

**9-1-1** – Life threatening emergencies, fire, etc.

**Emergent, non-life threatening** – 785-357-8009

Non-Emergent, information and reporting: Parish office – 785-273-0710