

# Christ Church Episcopal

## Access and Utilization of Christ Church Buildings

Policy: IV. B.  
Initiated: 2019-03-09  
Revised: 2022-07-12  
Reviewed: 2022-09-18

Church members requesting the 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.
- The sponsoring member will coordinate with the office to reserve the dates and for any questions that may arise.
- 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, as well as ensuring the space is adequately cleaned.