



Kennewick First United Methodist Church

421 W Kennewick Ave, Kennewick, WA 99336

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www.kennewickfirst.com

Building Use Request Form

Today's Date: _____ Event/Group Name: _____

Name of Responsible/Contact Person: _____ Non-Profit? _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Event Date: _____ Start Time: _____ End Time: _____

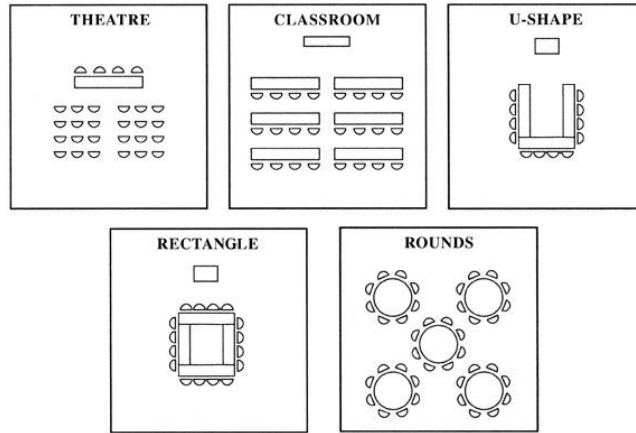
Estimated Attendance: _____ Set-up Time: _____ Take-down Time: _____

Room or Rooms Desired (*maps available upon request*): _____

Sound System Needs (describe): _____

Room Set-up: _____

Please select an arrangement for each room requested:



Room Setup Options					
Seating available (normal room arrangement in bold)					
	Theatre	Rounds	Rectangle	U-Shape	Classroom
Library ¹ _A	17	-----	-----	-----	-----
Susanna Wesley Room ² _B	25	24	24	20	16
Overflow Room	30	32	24	20	12
Conference Room	20	-----	15	12	8
3rd Grade room ³	15	12	-----	-----	-----
4/5 Grade room	25	-----	20	14	12
Chapel ⁴	16	-----	-----	-----	-----
Fellowship Hall ⁵ _C	-----	144	-----	-----	-----

¹The library will not be setup in any other manner due to the possibility of damage.

²The Susanna Wesley Room is somewhat restricted by the baby grand piano that will not be moved.

³The 3rd Grade Room is one of the smallest rooms in the church.

⁴The Chapel is also a very small room in the church that is not easily converted to accommodate groups.

⁵We do not have enough tables to set this room with anything other than rounds.

Audio / Visual Components

_Aupright piano

_BBaby grand piano

_CPull down screen

Building Use Fees:

Fellowship Hall	\$50 (without chairs and tables)	\$75 (with chairs & tables)
-Kitchen use	\$40	
Library	\$25	
Susanna Wesley Room	\$25	
Overflow Room	\$25	
Conference Room	\$25	
3 rd Grade Classroom	\$25	
4 th /5 th Grade Classroom	\$25	
Chapel	\$50	
Sanctuary	\$100	
Custodial Service	\$25/ per hour	
Sound Tech	\$25/ per hour	

Total Amount Due _____ *Make checks payable to KFUMC*

Charges are to be paid in full at least three days prior to event. A refundable damage deposit of \$250 (separate check please) along with this signed form must be turned into the church office to tentatively hold your date(s). You will be notified after final approval has been granted.

It is the Event Coordinators responsibility to:

1. Ensure the safety of all participants.
2. Provide door monitor at each unlocked door during the event and ensure that all event doors are locked after the event.
3. Only utilize designated event space (limiting activities to designated areas).
4. Respect maximum group size as determined by KFUMC plan.
5. Clean and disinfect frequently touched surfaces and shared objects in designated event space before and after activities. This includes tables, doorknobs, light switches, countertops, handles, desks, faucets.
6. Ensure safe and correct application of disinfectants and keep them away from children.
7. Activities must be scheduled in advance with the Administrative Office/staff to be placed on the church calendar.
8. Attendance must be taken at each meeting (full names and phone numbers). Attendance roster shall be turned into the church office within 12 hours of each meeting.

I have read and understand these expectations.

Signed _____ Date _____

This area to be completed by office staff.

Building Use approved by: _____ Date: _____

Proof of insurance required? _____ Proof of insurance received and attached? _____

Key given to: _____ Date: _____

Date key returned: _____

Damage deposit paid: _____ Date: _____ Fees paid? _____ Date: _____

Other groups meeting in building that need to be notified:

_____	Notified on: _____
_____	Notified on: _____
_____	Notified on: _____
_____	Notified on: _____

COVID 19 Building Use Criteria

Kennewick First United Methodist Church (KFUMC) is guided by three simple principles – do no harm, do good, and stay in love with God. Due to the high transmission rate of the coronavirus disease 2019 (COVID-19) virus, a thoughtful and measured approach must be taken to reduce the potential of magnifying the issue. ***An inherent risk of exposure to COVID 19 exists in any public place where people are present. COVID 19 is an extremely contagious disease that can lead to severe illness or death, by visiting KFUMC you voluntarily assume all risks related to exposure of COVID 19.***

Reopening and resuming in-person worship for KFUMC will occur in accordance and compliance with State and local governmental requirements as well as the guidelines established by the GNW Area of the United Methodist Church and the recommendations established by the Emergency Planning Team and Church Council of the KFUMC. KFUMC will be prudent and measured in the reopening of our church and ministries utilizing the phased approach as defined by State, Local, Conference and KFUMC authorities before returning to in-person worship and gatherings. *If there is a conflict in the recommendations of the aforementioned authorities, the stricter of the recommendations will be followed.*

Key Terms

High Risk Populations - The Centers for Disease Control (CDC) states everyone is at risk of getting COVID-19. **Older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19. Those at higher-risk for severe illness from COVID-19 are:

- People 65 years of age or older
- People of all ages with underlying medical conditions, particularly if not well controlled. These include those with chronic lung disease or moderate to severe asthma, serious heart conditions, compromised immune systems, severe obesity, diabetes, chronic kidney disease undergoing dialysis, and liver disease.

Physical/Social Distancing - Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Physical distancing, also called “social distancing,” means keeping space between yourself and other people outside of your home. To practice physical distancing:

Strict Social Distancing – requires that individual stay at least 6 feet apart from other people (except family groups), do not gather in groups, stay out of crowded places and avoid mass gatherings. (Phase I and Phase II)

Moderate Social Distancing – For the purposes of this plan, moderate social distancing is defined as 50% of room or space occupancy load as defined by the International Building Code. (Phase III)

Limited Social Distancing – Limited social distancing is defined as 75% of room or space occupancy load. (Phase IV)

IBC Formula = square footage of space / 15 = number of occupants

Note: divisor determined by table 1004.1.2 – Maximum Floor Area Allowance per Occupant, International Building Code 2015 Edition.

Maximum Group Size - This is the maximum number of people – including children and those leading the gathering – who may gather at one location at any given time. In addition to worship this is relevant to committee meetings, educational activities, or other events. The size of space you are using will also impact your group size.

Public Protective Equipment (PPE) - commonly referred to as "PPE," is equipment worn to minimize exposure to hazards that cause serious injuries and illnesses.

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you are in public
- **Do not** put the covering around your neck or up on your forehead
- **Do not** touch the face covering, and, if you do, wash your hands

COVID-19 Awareness

Know how it spreads

- There is currently no vaccine to prevent COVID-19.
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone Should

- Comply with posted restrictions for each phase of re-opening:
 - Phase I – Strict Social Distancing with maximum group size of 5 people.
 - Phase II - Strict Social Distancing with maximum group size of 10 people.
 - Phase III – Moderate Social Distancing with maximum group size of 50 people.
 - Phase IV – Limited Social Distancing.
- Require use of a face covering by all attendees at all gatherings and when in the building (including pastors and worship leaders) except children aged less than 2 years old through Phase III.
- Require Social Distancing: Stay at least 6 feet (about 2 arms' length) from each other.

Wash your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - **Stay at least 6 feet (about 2 arms' length) from other people.**
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Keeping distance from others is especially important for **people who are at higher risk of getting very sick.**

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the covering without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.

Monitor your health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
 - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.