

J.F.K Accokeek Corporation

Facilities Request Form

Member Name:

Home phone:

Cell phone:

e-mail

Date and Time of including setup and
breakdown

Area to be used:

Pavilion

Meeting Room

Club Room

Kitchen

Brief description of Event

Building key holder for the event:

Please read and adhere to the attached Policy: Use of the Corporation Property.

In addition to the written policy please note the following: If your request requires use of the kitchen and stove, the key holder is responsible for the use of the equipment due to the specific instructions posted in the kitchen on the proper use of the stove. If your request requires use of the bar the key holder should be the person bartending and the only person authorized to use the cash register.

AT NO TIME AND UNDER ANY CIRCUMSTANCES SHOULD ANY MINOR CHILD (UNDER AGE 21) BE SEATED AT THE BAR.

Send this form to the Property Management Committee: The Grand Knight, the Building Corporation President and the Building Corporation Vice President.

Currently, they are:

Chad Gerstman, GK: chad.gerstman@gmail.com

Bob Striegel, Pres.: bobstriegel@verizon.net

Mike Mcleese, VP: mike.mcleese@gmail.com

Attachment: Policy on Use of the Corporation Property

J.F.K. ACCOKEEK CORPORATION, Inc.

(Aka Building Corporation)

September 11, 2017

Policy on Use of the Corporation Property

To avoid possible conflicts of requests for use of the property, the Corporation Board of Directors implemented the following policy at the September 11, 2017 Board meeting:

1. The Property Management Committee was established. Members are the Council Grand Knight and the President and Vice President of the Corporation.
2. Requests to use the property by JFK Council members in good standing, a widow of an active member at the time of his death, or other Knights for Knights' related activities, such as the Faithful Navigator for district meetings or District Deputy for degree ceremonies, will be made via email using the J.F.K. Accokeek Corporation Facilities Request Form, which is on the Council web page. Council and Council sponsored groups' activities have priority. The Committee will expeditiously review the request and respond appropriately. There is no charge for use of the property.
3. If the request is approved, the requestor must coordinate with a Building Key Holder for opening and closing the building, securing unused parts of the building, stove procedures and operation of the bar. A list of key holders is attached this policy.
4. The requestor is responsible for the conduct of the activity and for set up, break down, and clean up. The requestor shall inform the Committee of any emergency or other unusual acts that occur during the activity.
5. A calendar of events will be kept on the Building Corporation desk and Council web site. The Building Corporation Vice President will keep the calendar current.
6. Key Holder Responsibilities: If a Key Holder opens the building for a function, and will not be present for the function, ensure that the council member responsible for the function understands that he or a member in good standing must be present for the entirety of the event. A council member must remain at the facility until a Building Key Holder returns to secure the hall. At no time will the hall be occupied without the presence of a Council member.

Attachment: Building Key Holders

J.F.K. ACCOKEEK CORPORATION, Inc.

September 11, 2017

Building Key Holders

1. Pete Beck
2. Ed Bednar
3. Thom Beran
4. Roger Brown
5. Harry Burton
6. Marty Carts
7. Dan Coughlon
8. Ken Ford
9. Rick Franklin
10. Chad Gerstman
11. Chuck Johnson
12. Victor Lee
13. Jim Macaluso (front and back doors)
14. Mike McLeese
15. Bob Ryan
16. Steve Schwalm
17. Bob Striegel (front and back doors)