

# First United Church Policy Manual

## **Policy Title: Guide to Facility Usage Agreements**

**Policy statement:** It is prudent for Council to make First United facilities available to gain revenue and cover expenses while serving the needs of community members. Facility usage agreements are consistent with the Church's mission statement of serving the community. The facility includes the sanctuary, the hall, the kitchen, meeting rooms and the grounds. Usage may include one room or multiple rooms. This policy outlines terms of usage agreements organized by non-church members that are for the benefit of people or groups other than First United church.

**Policy objective:** The objective of this policy is to provide guidance to Church members and staff on using Church facilities. Implementation of this policy will result in serving community needs for space and generation of revenue for the Church.

### **Policy directives:**

- All usage inquiries will be directed to First United's Minister of Administration.
- The Minister of Administration will maintain a calendar of scheduled bookings.
- Short term, monthly and seasonal clients must complete Appendix 2 (First United Church Usage Agreement) prior to use.
- The Minister of Administration issues Short term, Monthly and Seasonal Usage Agreements in accordance with this policy.
- Fees are as per the fee schedule contained in the Appendix 1 (Schedule of Usage Fees).
- All fees are payable in advance to the Minister of Administration with the exception of specified ticketed events in the Sanctuary. Ticketed events pay fees to the Minister of Administration, based on ticket sales and other proceeds at the rate specified in the Schedule of Usage Fees.
- Failure to pay usage fees at least 2 days (48 hours) in advance of a booked event may result in cancellation of the Usage Agreement (exception are Sanctuary ticketed events). A cancellation fee, valued at 25% of the booking, may be applied.
- Fees may be waived or negotiated for compassionate or extraordinary circumstances at the joint discretion of the Council Executive and either the Minister of Worship, Sacrament and Pastoral Care or the Minister of Music. Completed Usage Agreements are still required.
- Groups using the facility are responsible for leaving it in the same condition in which it was found.
- Groups using the facility are responsible to prevent abuse of facilities and for the behavior of people attending the event.

- Usage Agreement holders must provide proof of liability insurance with a minimum value of \$500,000 with First United listed in the policy.
- All bookings are subject to the Church's alcohol and gambling policy.
- Full time usage requests are to be approved by Council on a case-by-case basis. Proponents must submit a written request/application containing the purpose, scope and duration of their activity to the Chair of Property Committee (see Appendix 3: Application for Full Time Usage of Facilities). A member of the Ministry Team or the Chair of the Property Committee negotiates fees and terms with the proponent then forwards the application and recommendations to Council or its Executive for review and approval. Council would issue a usage agreement.
- Council or its Executive is responsible for setting usage rates.

Accountability: Minister of Administration, Minister of Worship, Sacrament and Pastoral Care, Minister of Music, Council Executive, Property Committee, Council.

## Appendix 1 - Schedule of Usage Fees

Effective: April 2016

Facility Component	Usage Fee
Sanctuary	\$50/hr, to a maximum of \$350/day
Sanctuary – ticketed event	10% of ticket sales, plus \$100 sexton fee
Sanctuary – Music Under the Steeple type of event	As negotiated with Music Under the Steeple
Gymnasium	\$20/hr, to a maximum of \$100/day
Kitchen (payable to the UCW)	\$20/hr, to a maximum of \$100/day
Parlour	\$10/hr, to a maximum of \$60/day
Room 12	\$10/hr, to a maximum of \$60/day
Room 17	n/a
Room 19	n/a
Room 13 (music rentals only)	\$20 per rehearsal
Grounds	Negotiable
First United sponsored events	No Charge
Use by First United members and adherents	No Charge

Notes:

1. Monthly, Seasonal, and Full Time bookings to be negotiated on a case by case basis, in consultation with Council or its Executive (using the above fee schedule as a guideline).
2. Booking of Church Hall spaces to not for profit or community organizations to be negotiated on a case by case basis, in consultation with Council or its Executive (using the above fee schedule as a guide).
3. Bookings involving more than one room to be negotiated on a case by case basis, in consultation with Council or its Executive (using the above fee schedule as a guide).
4. Fees are not subject to HST.

## Appendix 2 - First United Church Usage Agreement

As of April 2016

Date of application received at Church office: \_\_\_\_\_

Name of Applicant (person, organization): \_\_\_\_\_

Name of event/use purpose: \_\_\_\_\_

Contact information: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ email: \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

Dates: \_\_\_\_\_ Arrival & departure time: \_\_\_\_\_

Fee calculation:

Facility components	Time	Rate	Total

Amount paid: \_\_\_\_\_ Amount owing: \_\_\_\_\_

- Payment in full is due at Church office at least 2 days prior to event.
- A 25% cancellation fee will apply without 48 hours notice.

Proof of Insurance provided: \_\_\_\_\_ copy attached: \_\_\_\_\_

*(Ensure First United is listed on the policy)*

Equipment/furniture required:

- Tables # \_\_\_\_\_ small \_\_\_\_\_ large
- Chairs # \_\_\_\_\_
- Microphones # \_\_\_\_\_
- Screen \_\_\_\_\_ Projector \_\_\_\_\_ TV/DVD \_\_\_\_\_
- Podium \_\_\_\_\_ Flipchart \_\_\_\_\_

Set up required: yes/no

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 3 - Application for Full Time Usage of Facilities

As of April 2016

**Name Applicant/Organization:** \_\_\_\_\_

Contact information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: office/home \_\_\_\_\_ cell \_\_\_\_\_

email: \_\_\_\_\_

**Purpose of use:** \_\_\_\_\_

Approximate number of people involved: \_\_\_\_\_

Booking period (dates): \_\_\_\_\_

Detailed Request/Proposal attached: \_\_\_\_\_

*Specify details of use impacting the facility (e.g. traffic & parking, signage, access, food, etc.)*

**Facility components requested:**

Facility Component	Day	Time

**Equipment and furniture required:**

Item	Size	Number
Tables		
Chairs		
Other		

**Expectations of the applicant upon execution of a usage agreement:**

- Provide a copy of appropriate insurance with First United Church named in the policy.
- Possess all necessary provincial and municipal permits and approval.

**Applicants signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair of Property:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: if this application is viewed favourably then First United Church Council will work with the applicant to put in place a usage agreement with appropriate terms, conditions and usage fee.*