

Building Space Use Policy

Updated August 2016

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1 BUILDING USE PHILOSOPHY

The use of our buildings will be guided by our mission and vision statements:

Mission: *To Live Christ in Community through Service*

Vision: *To be a sustainable community center where people, from birth to death, encounter a living God and practice the ways of Jesus.*

1. Theology:

- a. Jesus' vision of the kingdom of God has to do with new ways of relating to one another and sharing life together. This is evidenced in the shape of the early church (Acts 2) and their focus on living a rich communal life. St. Augustine's seeks to develop this flavor of life in the broader community and to support groups that better community life in this area.
- b. The nature of God is communal (Trinitarian). All things the church does ought to be furthering connection in diversity.

2. Goals for use of facilities:

- a. That st. A's become a vibrant and sustainable community center in South East Edmonton.
- b. To meet an identified need and help where we can.

3. The use of fees:

- a. While fees are directed to the general fund of the church they are viewed as supporting the ongoing maintenance and upkeep of the building, thus furthering the use of this building for years to come. The board (vestry) of St. Augustine's is developing long-term plans of how to be good stewards of our land and buildings for the long haul.

4. Building Oversight

- a. As per diocesan canon 5.40 the building oversight is held by the rector in consultation with vestry.

2 PURPOSE OF POLICY

Our church has been blessed with wonderful facilities to carry out the mission of the Church. Therefore, proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively carry out the ministry objectives and goals
- Users exercise proper care and safety
- Such facilities are properly protected against loss or misuse
- Wise stewardship is being expressed through energy conservation, cost reductions and safety measures
- The life of the facilities is extended through a proper maintenance program.

3 BUILDING ELIGIBILITY GUIDELINES

The facilities and equipment of St. Augustine's Anglican Church exist for the primary purpose of being used by its members through its organizations and ministries.

1. *A Space Use Request* should be completed for all groups requesting facility use. *A Use of Building Agreement* is required for all outside groups.
2. Facilities are available to outside groups for fund raising or for profit making activities only if the activity provides a ministry or falls under the definition of ministry as defined by the church.
3. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. The facility may be used as a polling place for elections or election forums that include all parties or candidates.
4. Proof of Liability and Property Damage Insurance naming St. Augustine's as an additional insured is required prior to outside groups holding events on church property.
5. All outside groups or persons requesting use of church facilities must also have and adhere to a Protection Policy regarding minors. A minimum of 2 adults must be present at all times.

3.1 The Priority of Use Shall Be As Follows:

1. Recognized Groups Within the Church:
 - a. Church Services- (e.g. worship services and Sunday school, Funerals and Weddings)
 - b. Regularly scheduled church activities- (e.g. vestry and other committee meetings)
 - c. Church related activities- (e.g. study groups, potlucks)
2. Church Members events
3. Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by St. Augustine's Anglican Church. (community groups, service organizations, 12-step programs) **Non – church related activities would require a member contact/sponsor and are required to pay a fee as listed in the fee schedule. The contact/sponsor would be required to be in attendance for the duration of the activities.**

4 RESERVATIONS AND APPROVAL

4.1 Procedures

Step I: Application is made to the church office and *A Space Use Request* must be completed by all groups and submitted to the Rector's Office at least 2 weeks in advance of the activity. *The Space Use Request* provides for every area of the church. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included in the request. From this request, a contract will be drafted.

Step II: The Rector or a church representative will meet with the user to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, insurance, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. The user is notified of cancelation in the case of a funeral or other significant church need. All church activities are scheduled on the master church calendar (Google).

Approval Guidelines for the space request use shall be as follows:

- A. All activities shall be approved pending availability of space and the priority schedule, and must be consistent with St. Augustine's mission statement and the building use philosophy.
- B. No date is placed on the calendar until the request has been submitted and approved by the appropriate person(s).
- C. All worship related activities require prior approval from the Parish Priest
- D. All music recitals require prior approval from the Parish Priest.
- E. All other usage requires prior approval from the Priest or Wardens.

- F. Long-term impact on the facility and equipment and setting precedents will be taken into consideration as part of the approval process.
- G. The Church Corporation reserves the right to cancel a reservation by an individual or group at any time. If this becomes necessary, an opportunity for rescheduling or relocating shall be given. Any deposits collected will be returned if the event must be cancelled. St. Augustine's church will not be held liable for any inconvenience or damage resulting from the cancellation.
- H. Deposits must be paid in full at the time of booking. The deposit will be returned within 10 business days following the event if no damages have occurred. In the event of loss or damage to church property, if the estimated cost of repair is greater than the deposit, the church will be compensated fully by the renting organizer.
- I. Payment for rental of the facility must be made seven days prior to the event. If no payment is received, the facility rental will be cancelled, and the deposit will be returned.
- J. Cancellation policy: If notice of cancellation is received up to seven days prior to the event, the organizers will be refunded the deposit in full. If the church does not receive seven days notice, the deposit paid by the organizers will be forfeited.

Step III: On approval of the event, two (2) copies of the contract are confirmed and signed by a) the user, 2) the rector or parish representative, and c) a witness. One copy is filed along with proof of insurance. The activity is now booked.

Step IV: Payment for the event is submitted to the church mailbox and processed by the office as space use income.

Step V: Within 30 days after the event, all keys are returned and all payments settled.

4.2 Representative Duties

The ministry leader or organization representative is responsible for the following:

1. Act as a liaison to the church office and submit a *Space Use Request* to the Rector's Office. Any requests for special equipment needs or sound equipment must be highlighted.
2. Sign the confirmed contract and perform a walkthrough before the building use.
3. After building use, clean up all the areas used. The area should be returned to the same condition as before use. This includes sweeping the floors, vacuuming carpets and as required spot mopping of spills.
4. Turn out lights & close windows and ensure all doors are locked.
5. Report any maintenance problems and damages to the Church Office.

4.3 Publicity and Promotion

1. Any outside group using publicity material and/or making public service announcements in which St. Augustine's name is used must have prior approval by the Corporation.
2. The sale of admission tickets to the event must be handled by the user with the approval of the Corporation.

3. There will be no postings of any kind adhered to the walls of any of the facilities. Postings that appear on the church bulletin board or any other posting device must have prior approval of the Church Office.

5 FACILITY USE GUIDELINES

St. Augustine's has a wide range of ministries and groups utilizing the facility. Our desire is for everyone to realize and respect that other individuals or groups use the facilities before and after your specific event.

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Smoking is not permitted in the buildings or on the grounds of the church, except in designated areas. No illegal substances will be permitted anywhere on church property.
4. Dining or the serving of food is limited to pre-approved designated areas.
5. Use of candles is allowed only in designated areas and must be approved by the
6. Church Office. The candles must be contained in proper holders.
7. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
8. If furniture or equipment is to be moved, it must be done with the permission of the Church Office to maintain the quality of the building's furniture and equipment, and prevent damage.
9. All decorations in the facility and on the grounds of St. Augustine's Church must be approved by the Church Office. No items may be affixed to any surfaces without the consent of the same.
10. The user will be held responsible for any damage done to church property associated with their activity.
11. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
12. Programs in the sanctuary that require the use of the sound system must have special pre-approval by the Rector and an in-service as required.
13. When children are in attendance they must be supervised by parents or appointed adults at all times and are not permitted to roam freely on church property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21.
14. The following items are not allowed in or on church property:
 - a. Weapons
 - b. Tobacco products outside designated areas
 - c. Controlled substances/drugs

- d. Anything that would distract from the reverence of a space used for prayer and good-natured community gathering.
15. Ministry furniture and equipment (i.e. tables, chairs, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of St. Augustine's Church, and may not be removed from the premises. The requesting individual/group assumes full responsibility for the costs of damage, repair or replacement.
16. Willful violation of any guidelines or regulations will lead to the loss of eligibility to use the facility and/or the assessment of extra fees.
17. The use of buildings and grounds is granted for a period of not greater than one year or as stipulated prior to the scheduled time of usage. The church reserves the right to cancel long-term use agreements with a 90 – day written notice.
18. The schedule for non – church events must be between the hours of 8:30 a.m. and 10:00 p.m., Monday through Friday and between 7:00 a.m. and 11:00 p.m. on Saturdays, and from 2:00 p.m. to 10:00 p.m. on Sundays.

6 SPECIAL RULES FOR USE

6.1 SANCTUARY, CHAPEL AND LOWER HALL AREA

1. The capacity of the sanctuary, chapel and Lower Hall should not exceed fire code capacity at any one time, currently sanctuary (200), chapel (20) and Lower Hall (150).
2. The Lower Hall will be open only under the supervision of an adult. If anyone is found in the recreation area without permission, they will be asked to leave.
3. Cleaned shoes are required for activities in the Lower Hall area. Suitable foot attire is required at all times in all areas.
4. Individuals or groups must request use of equipment in advance and will be responsible for its care. Aside from normal wear and tear, equipment that is damaged, lost or destroyed will be paid for by the participant(s). Equipment must be returned to the same place from which it was checked-out.
5. St. Augustine's Church does not assume liability or responsibility for any participant.

6.2 LOWER LOUNGE

Suggested Functions: Family gathering place prior to a funeral, Small conference or seminar

1. The capacity of the living room shall not exceed 15 at any one time.
2. The television is not to be moved nor must the furniture be moved from the room unless prior permission has been sought.
3. All types of crafts and painting and related work must be done in the tiled area of the Lower Hall
4. The TV, VCR, and DVD player are available for use according to posted directions.

6.3 KITCHEN

The primary use of the kitchen facility will be for church functions.

Organizations using the kitchen will be required to comply with the following procedures:

1. Read posted instructions carefully before using dishwasher/coffee makers, or request training prior to the event.
2. Clean, dry, and put away all dishes and utensils according to approved methods.
3. Wash all counter tops and work areas with cleaner.
4. Do not leave leftovers in the refrigerator.
5. Check stove, oven, and other appliances to make sure they are turned off and nothing left inside of oven.
6. Remove all garbage to dumpsters. Dumpster keys are located by the main front doors upstairs and in the lower hall just to the right of the mechanical room. Please return these keys to their spots after use.
7. Do a last double-check to make sure that the kitchen is in better shape than when you found it before you leave.

6.4 KEYS

Keys to the church facilities are issued under the control of the Church Corporation through the Church Office. Church staff will be issued the appropriate keys to perform their duties. The issuance of keys to church members and user representatives will be at the discretion of the Corporation and Vestry.

7 CURRENT MINIMUM FEE SCHEDULE*

****Note: Traditionally, some groups have paid more or less than this. These minimum fees reflect an effort to standardize reasonable costs to groups and cover ongoing maintenance needs.***

The assessment of fees may be adjusted at the discretion of Vestry.

Definitions

- ***Service groups:*** charitable groups, ministry groups, and community development groups.
- ***Non-Profit groups:*** activity groups offering their service for free, to break even, or for a price well below market value (not a distinct ministry or charity)
- ***For-Profit groups:*** activity groups charging ``market prices`` for their services and making a profit on the proceeds.
- ***Parish Members:*** People regularly receiving the ministrations of the parish or clergy and those listed in the Parish Directory.

	Whole Church	Whole upstairs	Chapel	Whole Basement	Lower Hall Only	Kitchen only	Lounge only
Service Groups (GEA, GANG, etc.)	<i>A donation of \$100 yearly is invited or a one-time donation of \$20 for a one-off event.</i>						
Non-Profit Groups	<i>\$25/hr</i>	<i>\$15/hr</i>	<i>\$5/hr</i>	<i>\$25/hr</i>	<i>\$15/hr (+kitchen or lounge: \$5 extra/hr)</i>	<i>\$10/hr</i>	<i>\$10/hr</i>
For-Profit Groups	<i>\$40/hr</i>	<i>\$20/hr</i>	<i>\$10/hr</i>	<i>\$30/hr</i>	<i>\$20 (+kitchen or lounge: \$5 extra/hr)</i>	<i>\$15/hr</i>	<i>\$15/hr</i>
Parish Members one-off events	<i>\$20/hr</i>	<i>\$5/hr</i>	<i>\$5/hr</i>	<i>\$10/hr</i>	<i>\$5/hr</i>	<i>\$5/hr</i>	<i>\$5/hr</i>
Weddings	<ul style="list-style-type: none"> • <i>Non-members</i> <ul style="list-style-type: none"> ○ <i>Building \$450</i> ○ <i>Clergy \$300</i> ○ <i>Musician \$150</i> • <i>Members</i> <ul style="list-style-type: none"> ○ <i>Clergy \$300</i> ○ <i>Musician \$150</i> 						
Funerals	<ul style="list-style-type: none"> • <i>No one will be turned away for a funeral if cost is a prohibition, suggested donations are:</i> <ul style="list-style-type: none"> ○ <i>\$100-\$300 for clergy</i> ○ <i>\$200-\$500 for the church</i> ○ <i>\$150 is required if a musician is used.</i> 						

All fees are due within 30 days of an event. Post-dated cheques are encouraged.

The Church Corporation retains its right to make exception or waive any part of the above policy.