CHRIST CHURCH ANGLICAN
MEAFORD

Facilities' Use Policy/Guidelines & Agreement

Christ Church Vision Statement
Christ Church Anglican, Meaford, lives in a generous and loving spirit in all its relationships.

Requests for Use of Church Facilities
All requests for use of the facilities for activities should be made to Christ Church's parish administrator, at office@christchurchanglican.ca. Hereafter, the signatory to this facilities' use contract (and any group organization which they represent) will be referred to as the "Facilities User".

Wedding, funeral, and memorial service requests will be referred to and must be authorized by the Assistant Curate, The Rev. Brendon Bedford at brendonbedford@diohuron.org.

Statement of Use
Christ Church Anglican, Meaford lives to serve; therefore, this facility will be at the service of Meaford and the surrounding community in order to:

- Support those community endeavours that nourish and enrich the human spirit
- Promote a spirit of understanding, education and common cause in the wider community
- Assist in the improvement of the community as a whole
- Foster attitudes of reconciliation, justice and peace-making
- Respect and safeguard the dignity of every human being.

Christ Church reserves the right to deny the use of the facilities if the Incumbent or Wardens feel that said individual or group, the planned event, or planned use of the facilities does not align with the values of Christ Church, the Diocese of Huron, or the Anglican Church of Canada. Christ Church further reserves the right to cancel a facilities' contract if additional information comes to light, after a facilities' agreement has been signed, that indicates a conflict in values between Christ Church and the intended use of the facilities or the facilities' user (and/or an affiliated organization or group).

Cancellation Policy
Christ Church reserves the right to cancel an event, in the case of a church requirement of the facilities. Christ Church will endeavour, where at all possible, not to cancel one-time events (as opposed to recurring events) as it is understood that significant planning and/ or ticket sales may have already taken place.

No Smoking Policy
Christ Church Anglican, Meaford has a No Smoking and No Vaping policy inside the church building. We ask all facilities' users to observe and respect this policy. This applies to anyone smoking outside the building for a distance of 9-metres away from the outside perimeter of the building.

Food and Kitchen

a) Food and beverages can be served only in the Parish Hall or Memorial Hall, except when permission is provided by a Warden or the Incumbent for service in other areas.

b) Currently, **only Memorial Hall's kitchen** may be used when food preparation and cooking are required. If food is prepared off-site, (i.e. by a caterer or by the group requesting use of the space) either the Parish Hall or Memorial Hall may be used depending on the number of people attending the event:

- Parish Hall will seat 60 at tables; 60 standing room.
- Memorial Hall will seat at non-fixed tables 189 and 240 people in non-fixed chairs.

c) In keeping with Christ Church's belief in environmental sustainability and Zero Waste convictions, use of reusable or biodegradable plates, bowls, serving dishes, and cutlery is strongly encouraged when food is being served. Christ Church's dishes are available on request.

d) All recyclable and food waste is to be placed in the appropriate blue and green bins provided. Please remove your own garbage. No food is to be left in the refrigerators. All countertops and tables are to be cleaned and floor spills wiped up. If messes are left behind after a facility has been used, **a portion of the damage deposit may be used to compensate for the additional cleanup required.** Should you prefer that the space be cleaned by Christ Church's staff, this service may be provided with a donation for this service.

e) The premises and all equipment are to be left in the same condition as they were found upon arrival. In the case of damage to church property, the signatories to this agreement are responsible for the cost of repairs required to restore said property to original condition. Decorations or other materials may not be placed on walls.

Publicity

Christ Church shall not be identified as the sponsoring organization for any event / usage and Christ Church's name and/or image shall not appear in any advertising or promotional literature for any event/usage, unless approved by a Warden or the Incumbent, in writing. This includes photos of Christ Church's signage and logos. Christ Church's contact information should not be used as the point of contact for further information about the Facilities' User's event, unless deemed appropriate and approved by the Wardens and the Incumbent, in writing.

Free-Will Donations

A free-will donation is asked by Christ Church of persons or organizations for the use of the facilities.

Alcoholic Beverages

Consumption of alcoholic beverages on Christ Church's premises, if desired, is allowed but will require the appropriate LCBO Special Occasion permit. LCBO permits are the responsibility of the Facilities' User. The Facilities' User will ensure appropriate supervision to monitor alcohol consumption and the serving of alcohol in accordance with regulations of the Alcohol and Gaming Commission. These permits can be obtained online at https://www.agco.ca/alcohol/special-occasion-permits-private-event and can take up to several weeks to process. The cost of insurance associated with events / facilities' use where alcohol will be served varies depending on the number of attendees.

Safe Church Policy
Facilities' users must be familiar with and agree to abide by the Diocesan Safe Church Policy or provide proof of an equivalent group policy. See attached brochure.

Insurance
Before the use of Christ Church's premises can occur, the Facilities' User must:

- Provide physical proof of valid and current liability insurance, a copy for our files; or
- Purchase liability insurance through the Anglican Diocese of Huron, which can be arranged through the Church Office Administrator.

To purchase insurance, the attached form must be filled out (Diocese of Huron) and attached with the Facilities' Agreement.

The only exception to the need for liability insurance requirement is parish-sponsored events.

Keys
If facilities' users are coming regularly, a representative of the facilities' user will be given a key and takes responsibility for this key. The representative is not allowed to duplicate the key and will ensure the church is locked and secure with everything put away at the end of each use. Upon arrival, if the facilities' user representative notices damage, please report it to the church office. If the facilities' user representative changes, also please notify the office as soon as possible. A Key Loan Agreement is attached and must be signed by the facilities' user.

Entry and Lockup
Entry to and exit from the church are at the front entrance by the main doors. The facilities' user is responsible for opening the door and turning out lights and locking up before leaving.

Automatic Doors: The inner and outer main entry doors of the Church are fitted with automatic mechanisms, mounted above the doors. Each mechanism is fitted with a three-way switch, which is on the right hand end of the mechanism. **Before leaving the building, please ensure that these switches are in the middle (OFF) position.** This is important to prevent damage to the mechanism.

Thank you for your support and cooperation. We look forward to working with you. Should you have any questions or concerns, please contact the parish administrator at 519-538-1330 or office@christchurchanglican.ca.

I have read the policy and guidelines, as stated above. .

Signed by: _____ Date: _____
(representative of organization)
Print Name: _____

Organization Name: _____

Check the following that apply:

Att: Request to Use Church Space	( )	Safe Church policy	( )
Key Loan agreement	( )	Safe Church policy Waiver	( )
Diocese of Huron Form #1	( )		
Facilities User's Liability Cert.	( )		

cc: Facilities' User
Wardens
Christ Church Administrator