Christ Church Cathedral Facility Use Policy (External Group Rentals)

1. Purpose

As "a Cathedral for the City," Christ Church Cathedral makes space in the cathedral and on the cathedral grounds available for meetings and other events. Requests for use of these facilities are subject to approval and a usage fee. The following policy and procedures apply to all non-parish groups who wish to use the facilities.

2. Definitions for the purposes of this policy and procedures:

2.1 Parish/Cathedral Facilities means the cathedral (including the Chapel of the New Jerusalem, the Chapter Room, the nave and other small rooms), and the cathedral grounds, excluding any grounds or facilities held by Christ Church Cathedral School or the diocesan offices.

2.2 Parish Administrator is the designate of the Cathedral Management Team who receives, reviews and responds to space-booking requests.

2.3 External Groups means those individuals, groups, or organizations that are not part of our parish or the Diocese of British Columbia, and that wish to rent our facilities for a usage fee.

3. Policy

3.1 Christ Church Cathedral regularly makes its facilities available to parish and diocesan groups (standing ministries) to support the ongoing ministries of the church and to meet the ongoing needs of the various organized ministries. Use of the facilities by these groups takes precedence over all external group requests.

3.2 Use of the facilities must be consistent with the Cathedral's mission of compassion and service.

3.3 Christ Church Cathedral reserves the right to control access to its property and to control the use of its space and facilities.

3.4 Preference will be given to non-profit groups which are service- or community-oriented.

3.5 The Cathedral is prohibited by law from providing space for partisan political purposes.

3.6 Use of the facilities and user-agreements covering insurance certificates, and "Safe Church" policy are governed by the procedures set out in this document.

3.7 A security/damage deposit of $100 will be required by external groups renting the facilities. This deposit is refundable provided that no damage/breakage has occurred.

3.8 Groups will make full and complete compensation for any damage done to the facilities or equipment.

3.9 Christ Church Cathedral accepts no responsibility for any injury or accident that might occur to any person using the facility.

3.10 All noise, whether of rehearsals, setting up or storing of instruments, must cease at least 15 minutes prior to the commencement of any worship service.

3.11 The Cathedral reserves the right to pre-empt any facility-use agreement for its own use in case of emergencies, such as funerals. Groups that meet on a regular basis may be asked to change their meeting space to accommodate Cathedral functions.

3.12 The use of the facilities shall be solely for the purpose stated in the Space Request Application, and in the spaces booked.

3.13 All groups will comply with our Safe Church Program.

3.14 All minor children must be supervised by a parent or guardian, or a person authorized by the parent or guardian at all times.

3.15 Neither smoking nor the use of recreational drugs is permitted on Cathedral property.

3.16 Alcoholic beverages are not permitted on Cathedral property unless the facility has been booked for a reception at which serving alcohol has been approved. All groups are responsible for obtaining their own liquor license and a person with a Serve It Right certificate must attend the event.

3.17 No furniture (tables, chairs, etc.) or equipment belonging to the Cathedral may be borrowed or removed from the building without prior permission of the Parish Administrator.

3.18 Materials which will damage the surfaces of the walls, ceilings or floors are not permitted. All materials must be removed at the conclusion of the event.

3.19 The following activities require special permission when making your application:

- The use of candles;
- The sale of merchandise;
- Commercial filming, photography, or live media coverage;
- Fundraising;
- The use of the Christ Church Cathedral logo in promotional and advertising material.

Christ Church Cathedral Facility Use Procedures (External Group Rentals)

1. Booking Procedure

1.1 Groups wishing to use cathedral facilities must contact the Parish Administrator at 250.383.2714, or admin@christchurchcathedral.bc.ca. Information and the Space Request Application form are available on the Cathedral website under About Us/Booking our Facilities http://www.christchurchcathedral.bc.ca/about-us/booking-our-facilities--44.

1.2 The Space Request Application form (see Appendix A) must be submitted to the Parish Administrator who will review and approve/not approve the request.

1.3 All groups will be assigned a Cathedral host for the event. Each group must designate a representative who will coordinate with the Cathedral host and be present at all times during the event.

1.4 All groups using Cathedral facilities may use tables, chairs, and lecterns, as their set-up requires. Requests for use of these items must be clearly noted on the Space Request Application Form.

2. Facility Use Agreements

All external groups must sign a Facility Use Agreement (see Appendix B) and return it to the Parish Administrator before the event.

3. Insurance

3.1 All external groups using the Cathedral facilities must have liability insurance, (minimum $5 million) with the Parish of Christ Church Cathedral and the Anglican Synod of the Diocese of British Columbia named as additional insureds.

3.2 Should a group not have liability insurance, an event insurance policy (minimum $5 million) must be purchased. Please refer to Appendix C for further information.

4. Safe Church Program and Respectful Conduct Policy

4.1 All persons or organizations or others using the Cathedral, its buildings and property are expected to comply with the Diocese of British Columbia's Respectful Conduct Policy.

4.2 Specific intention to comply, as outlined above, will be acknowledged specifically in the Facility Use Agreement (see Appendix B).

5. Facility Use and Cancellation Fees

5.1 All Facility Use Fees (see Appendix D) shall be paid in full to Christ Church Cathedral two weeks before the event, or at the time of booking if done within two weeks of the event.

5.2 Fees will be refunded if the facilities are not available or if a reservation is cancelled more than forty-eight (48) hours prior to scheduled use. Otherwise, a 25% fee will be retained.

6. Use of Audio-Visual Equipment

6.1 The Cathedral can make various audio-visual aids available for use at a meeting or event. Please check with the cathedral's administrator to see if there is equipment suitable for your needs. There are additional charges for use of this equipment (see Appendix D).

6.2 Use of audio-visual items must be requested at the time of booking. The Cathedral cannot warrant that such equipment will not already be booked.

6.3 Computer equipment is normally expected to be provided by the group renting the facilities.

6.5 AV equipment will be set up by Cathedral staff or volunteers prior to an event start time. Take down of items will also be handled by staff or volunteers.

6.6 Wifi is available for use in the cathedral and Chapter Room. The password will be provided at the time of booking.

7. Use of Kitchen Facilities

7.1 Every group, including external catering services, is expected to leave the kitchen and its equipment clean and in the condition it was found.

7.2 External groups are required to provide their own coffee, tea, other beverages, food, and table cloths.

7.3 Breakage or damage to kitchen equipment and other items will be charged to and reimbursed by the external renting group.

8. Funerals

Requests to hold a funeral at the Cathedral must be arranged with the Cathedral office.

9. Weddings

9.1 Requests to hold a wedding at the cathedral must be directed to the Cathedral office. Arrangements must be made with the clergy or staff.

9.2 Photography for weddings is limited to those who hold their ceremony at the Cathedral.

9.3 Rice, confetti, bird seed, flower petals or other like material may not be used on cathedral property.

10. Music Events

10.1 Requests to hold music events will follow the guidelines set out in this policy and procedures document.

10.2 Requests to hold music events will be made to the Parish Administrator for consideration by the Director of Music.

11. Other Uses Guidelines

11.1 The cathedral nave and chapels are normally kept available for quiet personal prayer and meditation. Any other uses must be approved by the Parish Administrator and must be in keeping with the sacred nature of the space.

11.2 The cathedral organs and pianos may only be used with approval by the Director of Music.

11.3 Individuals and groups wishing to use any cathedral space, indoors or out, for photographs must contact the Parish Administrator. The exception to this is visitors who wish to view the cathedral and to take a small number of personal photos, including selfies.

11.4 Formal tours of the cathedral are offered regularly, and may be booked through the Parish Administrator, or on-line. Private tours must be arranged through the Parish Administrator.

11.5 Limited on-site parking may be available, but normally cannot be guaranteed.

11.6 For groups renting the facilities for recording purposes, please remember that we have no rooms that are sound-proof. We suggest rental times be scheduled during the evening, when inside and outside noise may be lower than during the day. Control of noise levels is not the responsibility of Cathedral staff or volunteers. Those renting for recording purposes may not approach other groups using the cathedral to ask them to limit their activities.

Appendices

A. Space Request Application Form
B. Facility Use Agreement
C. Insurance Forms
D. Facility Use Fees

CHRIST CHURCH CATHEDRAL
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Appendix A

Space Request Application Form

Please complete this form, email, fax or deliver it to the office, Christ Church Cathedral, 930 Burdett Ave., Victoria, B.C. V8V 3G8, Tel: 250,383.2714, Fax: 250.383.2744

Contact Details				
Contact Name				
Organization				
Postal Code		**Telephone**		
Fax		**Email**		
Date(s) Required	**Day of Week**	**Date(s)**	**Month(s)**	**Year**
First Choice				
Second Choice				

Room Desired			
Chapel of the New Jerusalem	**Chapter Room**	**Kitchen**	**Lady Chapel**
Sunday School Rooms 3 small rooms are available; please enquire with the office	**Nave**	**St Christopher's Chapel**	
Anticipated Number of Attendees			
Event Start (am/pm)		**Event Finish (am/pm)**	
Set up date, time and duration		**Take down date, time and duration**	

Room Setup

Where possible please add details/pictures of the setup in the Additional Information section below

Boardroom	**Y/N**	**Theatre**	**Y/N**
U-shape	**Y/N**	**Classroom**	**Y/N**
Church service or concert	**Y/N**	**Stand-up Reception**	**Y/N**
Other (please specify)		**Dinner/Luncheon**	**Y/N**

	Please see over	

Audio Visual Requirements

Audio visual requirements

Extension cord and power bar		**Screen**		**Flipchart**	
50" TV on stand		**LCD Projector**		**Small computer speakers**	
Nave sound system		**Portable sound system**		**Meeting OWL for hybrid meetings**	

Additional Information

Please retain a copy of the completed form for your own records

CHRIST CHURCH CATHEDRAL
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Appendix B

Facility Use Agreement

We agree to comply with all terms and conditions as set out in the Christ Church Cathedral Facilities Use Policy and Procedures. As such, we will comply fully with the Cathedral's Safe Church Program and Respectful Conduct Policy as outlined in Section 4.1.

Authorized Signature _____ Date _____

Please Print Name _____

Agreement accepted:

Parish Administrator Signature _____ Date _____

For Office Use Only

Event representative:

Space reserved:

Name:

Phone:

Charges:

Date(s):

Time(s)

Deposit:

CHRIST CHURCH CATHEDRAL
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Appendix C

Insurance Forms

Insurance must be arranged through the Diocese of British Columbia, using the following link:

https://programs.aon.ca/frent/event-churches/coverage/venue-en.html. Paper applications are no longer accepted.

CHRIST CHURCH CATHEDRAL
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Appendix D

Facility Use Fees

SPACE REQUESTED	RATE	DISCOUNT FOR REGISTERED NON-PROFIT
Chapter Room & Kitchen Space for approximately 60 people lecture style	*Daytime rate* Mon – Sat 8.30 am-4.30 pm $60/hr *Evening rates* Mon – Sat 5.00-9.00 pm $60/hr **9.00 pm and later** $95/hr	*Daytime rate* Mon – Sat 8.30 am-4.30 pm $50/hr *Evening rates* Mon – Sat 5.00-9.00 pm $50/hr 9.00 pm and later $95/hr
Chapel of the New Jerusalem (CNJ) (Half-kitchen available) Seating available for up to 100 people seating lecture style	*Daytime rate* Mon – Sat 8.30 am-4.30 pm $60/hr *Evening rates* Mon – Sat 5.00-9.00 pm $60/hr 9.00 pm and later $95/hr	*Daytime rate* Mon – Sat 8.30 am-4.30 pm $50/hr *Evening rates* Mon – Sat 5.00-9.00 pm $50/hr 9.00 pm and later $95/hr
Cathedral Grounds	Negotiated rate	Negotiated rate
IT Equipment, e.g. LED projector & screen, computer speakers, 50" TV on mount, Meeting Owl, etc.	$25	$25
Portable Sound System	$25	$25
Livestreaming (depends on availability of a Cathedral technician)	$200	$200
Flip Chart, Paper, Markers (per flip chart)	$5	$5