

**BRECHIN UNITED CHURCH**  
**100 - 2020 Estevan Road, Nanaimo, BC V9S 0C9**  
**(250) 754-9212; [brechinuc@shaw.ca](mailto:brechinuc@shaw.ca); [www.brechinunited.org](http://www.brechinunited.org)**

**USER POLICIES AND RATES**

***Affirming Vision Statement:*** As an Affirming Ministry we boldly declare that we fully welcome and include the full participation of *all* people in the life and work of the Ministry as we journey together, regardless of sexual orientation, gender identity, ethnicity, age, marital status, mental or physical ability, beliefs, cultural backgrounds, or economic circumstance. We are dedicated to being good stewards of God's world, working and living towards justice and wholeness for *all* God's people.

As scheduling permits, we welcome activities and functions from community partners and other user groups that are in keeping with our Affirming Vision Statement. Permission to use Brechin facilities does not imply any endorsement of aims, policies or activities of any group or individual.

Brechin use is always a priority for any rooms we book. Brechin reserves the right to cancel and reschedule a room booking in exceptional circumstances if the space is required for church purposes.

Surveillance cameras are in use in the interior and the exterior of the building. Security alarms are set, by default, to activate at 11:00 p.m. Users must notify us in advance if you anticipate your event to extend beyond 11:00 p.m.

**Parking**

There is limited church designated parking at 2020 Estevan Road—12 church spaces at building. Extra parking is available along Estevan Road – 10 spaces, 2-hour limit 8 a.m. - 5 p.m. and community parking on Beach Drive – 4-hour parking. École Océane School parking available on special arrangement and at Zougla Restaurant before 3 p.m. Thursday to Monday and all day Tuesday & Wednesday. Parking is also available at Midas after 5:30 p.m. and on Sunday. Parking downstairs (13 spaces) would require attendant to open gate. Please be respectful of our neighbours.

**Policies**

Smoking of cigarettes and cannabis, vaping and use of alcoholic beverages is **NOT** permitted anywhere on the premises or adjacent property.

The person representing the user group is responsible for the admission, actions and behaviours of all participants and/or spectators during the event. You are responsible for any damages incurred on the premises. Please provide copy of Certificate of Insurance.

No scotch tape, staples, push pins or nails are to be used on the walls; straight pins may be used to attach to acoustic panels.

Brechin minister and pianist shall be given priority for weddings and memorials.

If a FOB provided for church entry, it is to be returned to Administration Office door pouch after event.

**Clean-up:** The building shall be left in a clean condition. Garbage and recycling containers are available for your use. A mop, broom and dustpan are in the kitchen. Excess garbage and recyclables from your event should be removed by your group.

Any tables used must be wiped with disinfectant provided. Return all tables and chairs to the location from where they were taken. Church equipment, including tables and chairs, is not to be used outside the building without the consent of the Properties Team Chair or designate.

All dishes must be washed in the dishwasher and returned to the drawers/cupboards where they were found. Please read and follow instructions for use of the kitchen appliances. Leave all used tea towels on the counter. Please follow directions for the dishwasher carefully.

### **Booking the Facility:**

Please check Brechin website under Events in Calendar for facility availability, then fill out application form under About Us, Facilities & User Rates and download and fill out User Policies & Rates form. Application for booking the facility **must** be made to Brechin's office. The application will be reviewed by Council or a representative for approval. Please allow sufficient time for the approval process. In your promotional material we request you post only the address of the building along with the name of your company to avoid confusion that Brechin United Church is the entity holding the event. If you do not wish your name to appear on website, please note on facility use papers.

Cancellation – 48 hours' notice or no refund of fees.

### **Tables & Chairs Available:**

Tables - 26 - 2 ½' x 6'                      3 - 4' x 4                      4 – 3' x 3'

We do not have round tables. Tablecloths are not available.

**Chairs Available – 185 total**

Please leave chairs as originally set up – (good idea to take picture of chair set-up prior to moving)

### **Available Facilities:**

<b>Cedar Room – (Sanctuary) &amp; Birch</b> [1,680 sq. ft.] (includes Daewoo Sojiin Piano, risers will accommodate 30 seated, 4 AV screens)	(capacity 208)	<b>\$200</b>	<b>(up to 4 hours)</b> (additional hours - \$35/hour)
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<b>Cedar (Sanctuary), Arbutus &amp; Birch –</b> [2,864 sq. ft.]	(capacity 366)	<b>\$300</b>	<b>(up to 4 hours)</b> (additional hours - \$35/hour)
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<b>Arbutus &amp; Library – [1,584 sq. ft.]</b>	(capacity 184)	<b>\$40/hour</b>	<b>(2-hour minimum)</b>
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<b>Arbutus Room – [750 sq. ft.]</b> (includes floor labyrinth, 2 AV screens)	(capacity 102)	<b>\$20/hour</b>	<b>(2-hour minimum)</b>
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<b>Birch Room – [434 sq. ft.]</b>	(capacity 56)		(unavailable on its own)
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**Library** – [400 sq. ft.] (capacity 26) **\$20/hour (2-hour minimum)**

### **Audio Visual**

Audio Visual equipment & operator **\$150 (2-hour minimum)** (additional hours - \$25/hour)  
*(All use of AV equipment requires the use of a trained AV operator)*

### **Kitchen \$130**

(includes: use of filters, NOT coffee & tea or napkins, no tablecloths)  
*(The dishwasher must be used to clean all dishes)*

**Whole facility** up to 8 hours **\$400 (up to 4 hours)** (additional hours - \$40/hour)  
*(does not include AV fees)*

### **Memorial Services**

Facility & Professional Services - **\$825.**  
Cedar (Sanctuary) & Birch Room, Minister, Pianist, Audio Visual, AV Operator \*  
*(All use of AV equipment requires the use of a trained AV operator)*

\* an additional charge may apply for design of AV tribute

Memorial Tea (Family provides any food required.  
Pastoral Care Team will provide tea/coffee/water and serve)

### **Weddings**

Facility & Professional Services - **\$925.**  
Cedar (Sanctuary) & Birch Room, Minister, Pianist - wedding day & rehearsal, soloist rehearsal, music consultation, Audio Visual equipment & operator \*  
*(All use of AV equipment requires the use of a trained AV operator)*

\* an additional charge may apply for video preparation

**BRECHIN UNITED CHURCH**  
2020 Estevan Road, Nanaimo, BC  
250-754-9212

**USER APPLICATION**

Name and address of user: \_\_\_\_\_  
\_\_\_\_\_

(e-mail) \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Daytime/cell: \_\_\_\_\_ Evening: \_\_\_\_\_

Purpose of use/Name of Event: \_\_\_\_\_  
\_\_\_\_\_

Date of use: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Booking of facility hours (including prep. & clean-up): \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Will this be a recurring use, weekly or monthly? Yes \_\_\_\_ No \_\_\_\_

Please state frequency: \_\_\_\_\_

Will you require:	audio/visual equipment?	Yes	_____	No	_____
	audio/visual operator?	Yes	_____	No	_____
	pianist?	Yes	_____	No	_____
	tables?	Yes	_____	No	_____
	memorial tea?	Yes	_____	No	_____

Room(s) requested: \_\_\_\_\_

I have read the Brechin Policies and this User Application and agree to abide by the policies as stated.

Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ (Office Use Only)

Confirmed: Yes \_\_\_\_ No \_\_\_\_ Confirmed by: \_\_\_\_\_

Payments rcvd: \$ \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_ Confirmation letter sent \_\_\_\_\_  
\_\_\_\_ Tour/training appointment \_\_\_\_\_

\_\_\_\_ FOB/phone access granted \_\_\_\_ FOB returned/phone access removed\_\_\_\_  
\_\_\_\_ Added to calendar\_\_\_\_  
\_\_\_\_ Added to Fac. Use Chart\_\_\_\_  
\_\_\_\_ AV paid \_\_\_\_ Min. paid\_\_\_\_

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**INDEMNITY AGREEMENT**

*between*

Brechin United Church (The Church)

*and*

\_\_\_\_\_(The User)

Regarding the Use of Brechin United Church Property  
100 – 2020 Estevan Road, Nanaimo, BC V9S 0C9

In consideration of the Church permitting the User to make use of the Church Property, the User agrees as follows:

1. The User shall indemnify and hold harmless the Church and its directors, officers, trustees, employees, members and volunteers from and against every demand, claim, proceeding, cause of action, judgment and expense, and other loss or damage arising from any injury or damage to the person or property of the User, its directors, officers, agents and employees and any person entering upon the Church property under the expressed or implied invitation of the User, including but not limited to any bodily injury to any individual (including death) occasioned in any way during the time that the individual is on the Church property pursuant to the express or implied invitation of the User.
2. The User hereby waives any and all claims and rights, including causes of legal action, which the User may otherwise have against the Church, its directors, officers, trustees, employees, members or volunteers, or any of them, in any way arising out of or connected to the use of the Church property by the User.

The User acknowledges having read the foregoing and fully understands the same.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Name of Authorized Signer

\_\_\_\_\_  
Authorized Signature

