



Okotoks United Church Policy

Building Usage and Rental Policy

Purpose: This policy serves to outline consistent practices that serve to meet the needs and goals of Okotoks United Church (OUC). OUC uses the building for its services and programs, and believing that the church should always be an integral and beneficial part of our wider community, we offer this facility to other community programs or purposes that enhance the well-being of the whole community.

Policy

- The primary use of the OUC building shall be for religious purposes, both worship and educational. The use of the sanctuary must respect the sanctuary primarily as a place of worship. Partisan political activities shall be prohibited.
- All programs or events in the building must be in harmony with The United Church of Canada's and OUC's beliefs and values, promoting justice and care for all others and the environment.
- Due to CRA (Canadian Revenue Agency) rules, as a registered non-profit organization we cannot give preferential treatment to members of OUC. We are a public institution and bound by law to offer the same opportunities to both our community of faith members and non-members of the church.
- In general, the Office and Facilities Administrator (OFA) will approve building usage according to this policy. If there is a concern or question, the OFA will consult with Okotoks United Church Board (the Board). The Board reserves the right to approve all building usage.
- Church activities and programs (e.g. funerals) take precedence over outside programs and where there is a conflict with times, renters will be informed.
- With the exception of the church office area and Chinook Winds Regional offices, all rooms in the church are available for programs and rentals.
- Rental Waiver Requests
 - All requests for free space will be considered on a case-by-case basis. These events must fit within the outreach mission of OUC and will be offered on a first-come first-served basis. This will be a joint decision between the minister and the OFA. If there are any questions or concerns, the request will be referred to the Board for a decision in a timely manner. The user will be charged for host and custodial fees based on the OUC Rental Fees listing. Examples of possible events where the rental fee is waived may include special consideration for: food security, marginalized or oppressed groups, etc.
- All outside groups using church facilities must obtain independent 3rd party liability insurance. They must supply a certificate of insurance to the church when submitting a signed rental agreement.
- OUC is not responsible for any losses, injuries or damages incurred by any individuals or groups using the building or property for any non-church activity.

- The Audio-Visual System
 - The A/V System must be operated by someone proficient with the church system who has been approved by the OFA. If no one with A/V expertise is available, an OUC A/V Tech will be assigned. OUC A/V Techs are reimbursed as per the hourly rate on the OUC Rental Fees listing.
 - Use of the A/V System will be included in the Rental Contract with a fee as per the current year OUC Rental Fees listing. All A/V System rental fees will be allocated to the A/V Repair and Replace Fund.
- Church facilities must be left in the same condition and set-up as found, including chair placement and removal of all garbage and food. An extra fee based on the current year OUC Rental Fees listing will be assessed if the church has to put the space back in order or additional cleaning is required.
- No alcohol or drugs are allowed on the premises or on church property. Any rental requests that might include alcohol will be denied.
- No smoking or vaping is permitted in the building. The outside ashtray areas on the West and East sides of the building must be used and must be at least 5 meters from doorways, windows or air intakes.
- No storage is provided for outside renters.
- All rental groups requiring independent access to the church will be issued a keycard upon receipt of a \$50.00 deposit. The deposit will be reimbursed upon return of the keycard.
- OUC reserves the right to require that a host be present at any non-OUC events at the hourly rate posted on the current year OUC Rental Fees listing.
- No property or equipment of the church shall be removed from the building except for repairs or replacement. This applies to items from the kitchen, tables, chairs, A/V equipment, instruments, etc. Exceptions can be made only by the OFA.
- OUC is a fragrance-free zone and the wearing of fragrances is discouraged.
- Rent and other user fees such as A/V-Tech, host and custodian will be charged as per the OUC Rental Agreement and OUC Rental Fees listing.
- Renters who will be handling their own room set-up and take down (i.e. setting up tables and chairs) will be offered an additional hour before and after their event at no cost to complete this. Renters who require assistance from OUC for set up and take down will be charged a minimum fee of \$25.
- OUC requires a minimum of 14 business days written notice of cancellation of a rental agreement by the renter. Cancellations within 14 business days of the booked event will be charged 25% of the total rental fee. If OUC, for any reason, determines the terms of the rental agreement conflict with the interests or demands of OUC or if the renter is in violation of the rental terms, then OUC may terminate the agreement with 14 days written notice.
- For ongoing rentals, the cancellation of any single date booked requires 72 hours notice. Once notice is received, the booking may be rescheduled without an additional rental charge. Failure to give notice within this time frame will mean the original rental fee originally scheduled will be due and any rescheduling of bookings will be at the renter's expense.

- Congregation members must book space in order to secure its usage. The congregation does not pay any fees for the use of space as long as they are conducting church business.
- The OFA will create and maintain a monthly Facility Usage Calendar containing all rentals (internal and external). This calendar will be posted in visible locations.
- Building users, whether they are outside renters or congregation programs, must inform the OFA of changes to their schedule so that the Facility Usage Calendar is up-to-date.
- Security cameras are in use in the building and on the property.