

Kincardine United Church Facility Use Policy and Procedures (adopted 2019)

The purpose of this document is to define the principles and establish general guidelines for use of the Kincardine United Church facilities and to comply with the regulations of the Canada Revenue Agency. This policy applies to all facilities controlled, and used, by Kincardine United Church.

1. Kincardine United Church welcomes the opportunity to provide meeting room space, which generally benefits the interest of the community at large and indirectly supports the mission of Kincardine United Church. The **Mission Statement of Kincardine United Church is that:** The Congregation of Kincardine United Church seeks to foster a journey of spiritual growth through: hospitality, service, fellowship and study and, in community, to build up the ministry of every person and together experience God's abundant love and grace.
2. Kincardine United Church scheduled functions take priority over requests for use by others. Scheduling of functions by community service and non-profit groups (i.e., other registered charities and charitable organizations) take priority over for-profit (i.e., commercial) groups. Any group that falls within the scope of the Kincardine United Church Mission Statement is welcome to use its facilities.
3. Kincardine United Church acknowledges, respects, and honours all First Nations Peoples residing in this area and recognizes the First Nations upon whose traditional territories this Church sits.
4. The facilities will NOT be made available to any group or person which denigrates Christian beliefs or values.
5. The Church does not assume any liability for persons using the Church. All groups using the Church must provide their own liability insurance of a million dollar minimum or pay the premium as set out by our Insurance Carrier. Liability coverage through the Kincardine United Church Insurance Policy will be arranged by the Booking Facilitators as required.
6. Alcohol, cannabis, illegal drugs, smoking, or vaping are not permitted anywhere on church property.
7. Community Service Groups, registered charities and non-profit organizations using Kincardine United Church facilities are not required to provide compensation for this privilege, given their contribution towards the wellbeing of the community, but donations are always welcomed.

FOR-PROFIT groups will be charged rates for facilities usage per the below table:

ROOM	CAPACITY	EVENT RATE	YEARLY MAXIMUM
FELLOWSHIP HALL	200 gathered 100 seated at tables	\$30	\$90
SANCTUARY	250	\$75	\$225
KITCHEN	10	\$20	\$60
FELLOWSHIP HALL AND KITCHEN	210 gathered 110 seated at tables	\$50	\$150
RESOURCE/LIBRARY ROOM	16	\$20	\$60
CHOIR ROOM	20	\$25	\$75
CHAPEL	40	\$20	\$60

A. Application for Use of Facilities & Special Considerations

1. An application for use of the Church facilities can be obtained from the Church office, Tuesday to Friday from 1:00p.m. to 4:30p.m. or on the Web Site at www.kincardineunitedchurch.org. Requests and scheduling of activities will be coordinated by the Booking Facilitators on a first come, first serve basis.
2. Advertising undertaken by the User will only use the name “Kincardine United Church” in the context of location and will not imply its sponsorship or endorsement of the User’s activities.
3. The Church Sanctuary is the place of worship for the members of Kincardine United Church and holds special meaning to its members. Consequently, application for the use of the sanctuary must be approved by the Programme Committee and/or Ministerial staff. Policies in effect by the Programme Committee, such as weddings and funerals, will take precedence over other functions.
4. Emergent requests of a significant nature (e.g., funeral) may displace regularly scheduled activities. In the event a facility use must be cancelled for a funeral or other unexpected event, a Booking Facilitator will notify the contact person for the group involved.
5. The applicant must provide the Church with the name, address, telephone number of a contact person if different from the applicant.
6. It is expected that persons using the Church will respect the property with due regard for the purpose of the building. The applicant /contact person is responsible for supervising all persons attending the function within the Church facility.
7. Activities are to be kept to the designated area and supervised by the Users to ensure that behaviour is appropriate to the occasion. Open fire (candles by permission only) is not permitted in the building. Kincardine United Church strives to be a scent free building therefore the use of incense, strong perfumed flowers, scented candles etc are discouraged. Only beverages are allowed in the Sanctuary. All exits must remain clear during the event including that there is room between tables/aisles for quick evacuation if necessary.
8. Any equipment, fixtures or appliances to be brought onto the premises by the User must have prior approval through a Booking Facilitator.
9. Helium balloons are prohibited in the sanctuary. Please do not use tape to put signs on the walls or doors. Instead use “Funtac” or some similar putty product. Nothing is to be affixed with nails to the floor, nor by tape to the walls. Floor cords should be duct taped (please bring your own duct tape).
10. If there is an injury during your event, please fill out a Critical Incident Report Form. These forms are inside the First Aid Kit and on the bulletin boards. Please return the completed form to the church office, if not during office hours please put completed form under the office door.
11. If a key is required, the applicant must provide a key deposit of \$50.00, which is refunded upon return of the key to the office.

12. The applicant/contact person is responsible for familiarizing themselves and others, within their group, of all emergency exits and fire extinguisher locations.

13. Kincardine United Church requires all parties booking the facilities who are **NOT** part of programmes offered by the congregation to:

- provide proof of insurance with a minimum of \$1,000,000 liability
- OR**
- agree to be covered by the Kincardine United Church Policy for the premium as set out by our Insurance Carrier arranged through a Booking Facilitator.

14. Each group using the Church must ensure the room used is returned to its original condition - i.e. Chairs and tables placed in their “as found” location, garbage put in the appropriate containers, spills on floors and other areas properly cleaned up. In the event that the facilities rented are damaged or left in an unacceptable manner, an additional fee of **up to \$750** will be charged. This charge is meant to cover clean-up costs such as carpet cleaning, additional garbage removal, extra cleaning supplies etc.

15. Gambling is not permitted on the premises.

16. The removal of items from the Church building is prohibited without the prior approval of the Administration Committee. These items include: tables, or any other property belonging to Kincardine United Church. Removal of such items without notification will be treated as theft.

17. If the Facilities Use Policy is not followed the privilege of using the Church may be affected.

18. If the elevator will be required, request instruction if not familiar with its operation, or pay for an elevator operator provided by Kincardine United Church.

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Key Holder Procedure

1. Church keys are managed by the Office Coordinator and Booking Facilitators.
2. The applicant must provide a key deposit of \$50.00, which is refunded upon return of the key.
3. A key issued to a group will be used only for access to the Church by that group and absolutely must not be duplicated.
4. Loss of a key must be reported to the Office Co-ordinator or a Booking Facilitator as soon as possible.

Kitchen Use Procedure

A. General Health issues are paramount to the use of the kitchen. Therefore, strict adherence to the rules posted in the kitchen must be observed.

B. Rules for Users of the Kitchen

1. Wash your hands before handling food.
2. Food surfaces should be wiped down with Fantastic or Lysol before and after use.
3. Clean as you go. Wipe spills immediately. Keep utensils and surfaces clean.
4. Dispose of waste food tidily. Keep garbage bins covered.
5. Please keep premises and equipment clean and safe, leaving the kitchen as you found it.
6. Proper washing and sanitizing of eating utensils and those used in preparation are essential.
7. Every item in the refrigerator must be labelled with the group name and date. Wipe any spills in fridge. Items will be disposed of if not labelled.
8. If using the dishwasher ask for instruction and/or read posted instructions carefully.
9. Used tea towels are not to be left hanging to dry, but should be washed and returned.
10. Report any problems to the office.