

St. Davids-Queenston United Church Facility Use Request

Is this a church function? Yes ☐ No ☐

I am a ☐ member ☐ non-member of St. Davids-Queenston United Church

Name: _____ Today's Date: _____

Committee/Group Name: _____

Purpose/Title of Event: _____ Date of Event: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

Is this a recurring event? Yes ☐ No ☐ If yes, Weekly ☐ Monthly ☐ Other ☐ _____

Room(s) Requested: Sanctuary ☐ CE Hall ☐ Kitchen ☐ Classroom ☐ Parlour ☐ Playroom ☐

Potential Number of Attendees: _____

Set up time begins at: _____ You will stay until _____

Start Time of Event: _____ End Time of Event: _____

Do you have any church equipment or kitchen appliances needs (please list)?

Are you requesting permission to serve alcohol? Yes ☐ No ☐

Do you have any special needs, like accessibility lifts (please list)? _____

Additional set-up instructions: _____

Please submit to the Facility Coordinator or the Church Office

Appendix 2

AUTHORIZATION FOR FACILITY USE PROCESS

Requests for use of the facility are handled on a first come, first served basis and in compliance with the priority of use stipulated in the Facility Use Policy. An unplanned, unexpected church function (funerals, etc) could result in the cancellation of a previously planned and approved church or non-church function. If this occurs, all deposits will be refunded.

A Facility Use Request Form (Appendix 2) is required for ALL facility use except worship services, sacraments and weddings. The request form can be obtained from the Church's Secretary. Copies are also available for downloading and printing from the church website (<https://stdavids-queenstonuc.ca/Resources/Facility-Use-Policy>). The completed form is to be provided to the Facility Coordinator.

Once the use request has been deemed to fall within the Facility Use Policy and is not in conflict with any previously approved use, the applicant will be required to sign a Facility Use Agreement (Appendix 3 or 4). Copies are available for downloading and printing from the church website (<https://stdavids-queenstonuc.ca/Resources/Facility-Use-Policy>). Additional documents required to be submitted with the signed facility use agreement include the security deposit, a copy of the Certificate of Insurance and a copy of the liquor permit and Smart Serve certificate(s), if alcohol has been approved.

Fees for the use of the facility, services or personnel may apply (Appendix 1)

A Church sponsored functions does not require a Facility Use Agreement.

Once a use has been approved, the use will be entered on the Master Church Calendar located in the Church Secretary's office. The Church's Secretary will be responsible for maintaining the Master Church Calendar. The calendar in the kitchen is not to be used as a booking calendar.

Requests for use deemed outside the facility use policy will be escalated to the Church Board for further consideration and final decision. The decision of the Church Board will be deemed to be final.

Questions concerning the use of furnishings, equipment, the kitchen, accessibility equipment, musical instruments or other concerns are to be directed to the Facility Coordinator. Refer to the Facility Description and Fee Schedule (Appendix 1) (<https://stdavids-queenstonuc.ca/Resources/Facility-Use-Policy>) for information concerning costs and where they may apply.

The St. Davids-Queenston United Church, Facility Coordinator, Officers, Trustees and all affiliated groups and organizations will not be held responsible if, due to circumstances beyond our control, the facility is not available for your use. If this occurs all monies and deposits will be refunded to the user.

Please submit to the Facility Coordinator or the Church Office
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