

ST. DAVIDS-QUEENSTON UNITED CHURCH

FACILITY USE POLICY

INTRODUCTION AND PURPOSE

St. Davids-Queenston United Church is a congregation within the United Church of Canada. As Christians within the United Church we try to live faithfully according to the gospel of Jesus Christ as we understand it. Jesus welcomed everyone, whether they were poor or rich, ill or healthy, self-made or educated, popular or a loner, secure or full of doubts. The United Church of Canada prides itself on welcoming everyone the way Jesus did, regardless of age, race, class, gender, orientation, or physical ability.

Our church facility is dedicated to God and therefore is considered sacred space within the understanding of the United Church of Canada and is held in trust by the Board of Trustees of the St. Davids-Queenston United Church. Within the United Church each congregation is an independent unit and is responsible for governing itself on matters such as use of its facilities. Therefore, all non-congregational usage must be approved by the Church Board or its designated representative. These guidelines are intended to allow for and promote the widest possible use of the building for the members and adherents as well as the community where it is located while respecting the purpose for which they were built.

ENCOURAGING FACILITY USE BY COMMUNITY GROUPS

St. Davids-Queenston United Church has a long history within the community of St. Davids and Queenston dating back into the late 1700s. As such, we encourage the use of our facility by local community groups, clubs and organizations with beliefs similar to those of the United Church of Canada and our congregation.

PRIORITY OF USES

Following Jesus' teaching to make disciples of all people, the congregation will give first priority to congregational events, especially worship events and in the following order of priority.

- a. Worship services, weddings and sacraments (Baptisms, Funerals);
- b. Church sponsored functions;
- c. Non-church sponsored functions.

PRIORITY OF USERS (in order of priority)

- a. Members, adherents, affiliated groups and committees and staff of St. Davids-Queenston United Church;
- b. Individuals and groups from the local St. Davids and Queenston communities not affiliated with St. Davids-Queenston United Church;
- c. individuals or groups outside the local communities.

PROHIBITED USES

- a. Because of our understanding of the gospel we would not be open to any individual or group that would use the facility to promote hate, self-interest, or would exclude others because of age, race, class, gender, orientation or physical ability;
- b. Use for partisan political activity.

PROHIBITED ACTIVITIES

- a. Games involving gambling;
- b. Tossing of confetti or similar celebratory substances inside or outside of the building.

EMERGENCY PROCEDURES

An Emergency Management Plan and Automated External Defibrillator are located in the Vestibule between the two washrooms. The entire facility is equipped with fire extinguishers and emergency lighting. Emergency exits are clearly marked with illuminated exit signs. In the case of fire or other emergency, the user is to call 911 using the phone located in the kitchen. The church street address is 1453 York Road, St. Davids, L0S 1P0.

POLICIES FOR THE USE OF THE FACILITIES

Policies concerning the use and care of the facilities will be observed in the interest of all users. All users are expected to follow the guidelines and policies set out and approved by the Church Board. Failure to do so may result in a cancellation of a reserved time or ongoing privileges for building use.

Permanent signs advertising an outside group's usage of St. Davids-Queenston United Church building or property are prohibited. Exceptions may be made only by motions from the Church Board. An outside group may, however, with the approval of the Church Board, place a temporary sign during hours of the group's operation. Groups are encouraged to use other forms of media advertisements such as notices in community newspapers.

The Christian Education Hall and Sanctuary are not available for use on Saturday evenings without the approval of the Church Board.

The kitchen is available for limited use. Catering, where food is cooked off-site and brought in is encouraged. Any use of the appliances in the kitchen must be discussed with the Facility Coordinator and approved by the United Church Women before proceeding. An attendant from the church to operate the appliances may be necessary.

Any use of the musical instruments within the facility must be discussed with the Facility Coordinator and approved by the Organist/Choir Director before proceeding.

The use of the Sanctuary is to be discussed with the Facility Coordinator and approved by the Minister and/or Worship and Faith Life Committee.

All activities must cease and everyone must vacate the premises by 11:00 PM.

Questions concerning the use of furnishings, equipment or other concerns are to be directed to the Facility Coordinator. Refer to the Facility Description and Fee Schedule appendix for information where additional costs may apply.

AUTHORIZATION FOR FACILITY USE PROCESS

- a. 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 policy.
- b. 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 returned.
- c. A Facility Use Request Form (Appendix 2) is required for all facility use except worship services, sacraments and weddings.
- d. Once the use request has been deemed to fall within the Facility Use Policy, the applicant will be required to sign a Facility Use Agreement (Appendix 3 or 4).
- e. A Church sponsored function does not require a Facility Use Agreement.
- f. 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.
- g. Once a use has been approved, the use will be entered on the Master Church Calendar located in the Church Secretary's office.
- h. Requests for use deemed outside the facility use policy will be escalated to the Church Board for further consideration and final decision.
- i. Fees for the use of the facility may apply.

KEY CONTROL

The facility will normally be opened and closed by a member of the church. If however, this is not possible, the person signing the Facility Use Agreement is responsible for acquiring keys to access the building and is responsible for securing the building when the activity is completed.

- a. Keys are to be arranged for through the Facility Coordinator upon approval for facility use;
- b. Keys are to be signed for when received;
- c. No key is to be subsequently loaned to another person or group;
- d. Keys will not be given to anyone not approved on the Facility Use Agreement;
- e. All keys will be returned within 24 hours of the end of the program or event;
- f. Should a key be lost, it is to be immediately reported to the Facility Coordinator (see Facility Description and Fee Schedule for replacement key cost);
- g. The church may choose not to assign a key to the user, instead having a church representative open and close the facility.

FEE FOR USE POLICY

- a. There is no fee for use for regular church sponsored activities and functions.
- b. Facility use fees (Appendix 1) will be charged to other authorized users for all other activities in accordance with Canada Revenue Agency, their guidelines and the Income Tax Act regarding registered charities.
- c. Users of these facilities are subject to the fees as outlined in the Facility Description and Fee Schedule (Appendix 1).
- d. Fees are to be paid in full at least 24 hours in advance of the activity/event.
- e. The Church Board may waive the facility fees and any other restrictive regulations for:
 - i. groups the Church Board considers to be conducting endorsed outreach programs of the church;
 - ii. individuals conducting a church endorsed activity. In these cases, a donation to the work of the church is welcomed;
 - iii. the Choir Director/Organist in accordance with the contract for services with St. Davids-Queenston United Church.

AUTHORITY

Final authority regarding the use of St. Davids-Queenston United Church building belongs to the Church Board. It will be the responsibility of the Facility Coordinator to sign off on all requests for use of the facilities. If the Facility Coordinator has any concerns/questions about a request for use of the facility, he/she will present it to the Church Board for approval.

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 use. If this occurs all monies and deposits will be refunded to the user.

The Church Board reserves the right to refuse any request for use of the facility in its sole and absolute discretion. Should the applicant wish to appeal the refusal, he/she may request permission to present their request in person at a meeting of the Church Board.

CONTACT INFORMATION

Facility Coordinator: Church Secretary and/or Church Board Chair

Church Office:

Phone: 905-262-5242

General Information Email: sdqsecretary@bellnet.ca

APPENDICES

Appendix 1: Facility Description and Fee Schedule

Appendix 2: Facility Use Request

Appendix 3: Facility Use Agreement and Rules and Responsibilities of Users – Single Use

Appendix 4: Facility Use Agreement and Rules and Responsibilities of Users – Extended Use