



Policy for Facility Rental & Use

July 01, 2012

1275 Bleams Road,
Kitchener, Ontario N2E 3X6
519-743-9482
www.ccrc.on.ca
CCRC Facility Use

Reservation Information

1. Community Christian Reformed Church (CCRC) facilities are available for rental on the following days:
 - Monday – Friday; 8:30 am – 11:30 pm.
 - Saturday: 8:00am – 5:00pm. Exceptions may be made with sufficient notice
 - Sundays: No rentals except by special permission. The building may be used for events associated with CCRC ministries and/or special services. (i.e. baptism, profession of faith)
2. All reservations for rental or facility use of CCRC must be made through the office.
3. CCRC reserves the right to limit the use of the church facility at any time to any group or person and is under no obligation to give reasons for such refusal.
4. CCRC Ministries will have first priority for the use of facilities. CCRC reserves the right to pre-empt any function for unforeseen church activities that cannot be rescheduled. If such is the case, CCRC will make every effort to accommodate the activity to the best of their ability.
5. Reservation commitments are made on a “first come first served” basis unless otherwise explained. Multiple rentals may occur at the same time provided that they are not in conflict.
6. The applicant is to be present for the duration of the rental.
7. Responsibility for the conduct of all in attendance and for the condition of the facilities, property and equipment used is that of the applicant.
8. It is the responsibility of the applicant to familiarize themselves with the location of exits, fire extinguishers and other safety needs.
9. Youth under the age of 18 must be supervised by an adult at all times
10. Damage is to be reported to the custodian (Kor Hamming 519-497-6376 or the church office (519-743-9482) as soon as possible.
11. CCRC is not responsible for the personal property of participants or injuries that may occur during the use of the facility.

Variances in church use policy may be granted by the office administrator upon request. Requests for significant variances from policy will be reviewed by the custodian and property committee chair, as necessary.

Rental Restrictions

The Church office administrator has the authority to make decisions relative to restrictions. Restrictions include (but might not be limited to):

General:

1. No confetti or rice or any other material may be thrown in or around the church property
2. Usage is limited to those areas/equipment/facilities rented or reserved.
3. Decorations are to be limited to those which will not damage surfaces or fixtures.
4. Use of sports equipment owned by the church must be arranged separately. Extra fees may apply.
5. Mechanical equipment and related controls may not be touched.
6. All supplies in the kitchen are the property of CCRC

Food and Beverages:

1. No food or beverages are allowed in the church sanctuary.
2. Alcohol and smoking are prohibited in the building and on the grounds.
3. Red juice or grape punch is not to be served.
4. Peanut/peanut products and nuts are not to be served on the premises.

Church Facilities:

1. The Grand piano in the sanctuary is not to be moved.
2. Use of the Church facilities and equipment obligates the renting party to clean to previous conditions. Failure to do so may result in additional fees for extra custodial work.
3. Use of the Church kitchen and kitchen equipment obligates the renting party to clean to previous conditions. Failure to do so may result in additional fees for extra custodial work.
4. The Church office administrator, in consultation with Custodian will determine any additional fees.

Videography and Photography and the Use of Videos and Pictures

CCRC assumes no responsibility for any user-generated images (video or photography), taken at any rental event. It is agreed by the renter that the responsibility for the content of videos and photographs rests with the organization and/or persons renting the facilities. CCRC is not responsible for monitoring or policing the recording of video or photographs and it is your responsibility to understand and to know what is being recorded and how these pictures or videos will be used, including exchange with others, or electronic publication or distribution.

Kitchen/Catering Guidelines

1. The kitchen is not a licensed commercial kitchen and cannot be used for meal preparation. The kitchen may be used for "warming" purposes only.
2. Coffee, paper products, condiments, etc. are for the use of CCRC ministries only.
3. Procedures for the preparation of coffee and the use of coffee perks are posted in the kitchen.
4. Outside catering may be used with a caterer agreement.

Facility and Equipment Information

1. The Church sanctuary seats 780.
2. The Church gymnasium seats 400 at tables, (occupancy according to fire code may not exceed this number). Various seating options are available and can be determined by speaking with the church office administrator or custodian.
3. Various meeting rooms are available with varying seating capacities depending on layout and setup. Rectangular tables are available.
4. The Church building is handicap accessible.
5. The parking lot has 380 parking spaces
6. Technical equipment is available. This includes: overhead projection, sound system. The worship centre sound system, projection equipment, computers, piano and organ may only be used by approved persons. Extra fees may apply.
7. All equipment and property is to remain on the premises in the building.
8. In cases of very small meetings and low-level requirements, charges and fees that represent a direct cost to CCRC are to be passed along to denominational and classical agencies who arrange to use CCRC facilities. Additionally, for usage, that is more extensive (usage beyond simple, low level use); denominational and classical agencies are to pay all other fees and charges along with charges and fees that represent a direct cost to CCRC.

This brochure is reprinted on the church website <http://www.ccrc.on.ca/rental.htm> along with a schedule showing general fees. Note that the fees published on the website are a guideline only. Your final fees will be determined by the church office, at the time that you finalize your rental arrangement. The exact rental amount, applicable to your rental, can only be determined when the options which you are choosing are finalized and are accepted by the church office.

Concert Inquiries Directed to CCRC:

CCRC's Church Office does not have sufficient staffing to provide information to persons who contact us requiring information about concerts that are occurring at CCRC. Persons who contact the church for this type of information will be redirected by message (or otherwise) as follows: "Information about the upcoming (name of concert) is available at <http://www.concertinformation.com>. Please visit the website for any information that you may need." Incoming emails received by CCRC will be forwarded to those who can provide an answer. Concert promoters will be required to highlight - in all their promotional materials, clear and explicit statements outlining the method and procedures to be used by enquiring persons, so that incoming queries do not come to CCRC. If concert enquiries are not kept to an absolute minimum and thus become additional work for CCRC office staff, there will be a further fee charged as part of the CCRC concert rental, commensurate with the time and effort expended by CCRC. This fee will be determined and communicated by the CCRC office.

Specific Guidelines for CCRC Ministry Use

1. CCRC ministries are requested to assist with set-up and take down as much as possible on a regular basis and for extra events.
2. CCRC ministries should inform the office administrator of their activities so that the custodian can be informed and provide assistance as required.
3. Set-up, take down and clean-up from ministries will be needed when extra events occur on Saturday or Sunday. When using the facility please return the room to original condition unless requested otherwise.
4. The office administrator should be advised on all ministry meetings and events at the facility.
5. Inquiries may be made at the church office.
6. The use of the facilities is limited to those areas reserved.
7. The reserving person must be present at all times during facility use and is responsible for the conduct of all in attendance. This person will assume responsibility for any damage to property, equipment or facility.

Specific Guidelines for CCRC Member Use (non-ministry)

1. Members are welcome to use the church facility for social gatherings, wedding receptions, recitals or other similar not-for-profit purposes if the event does not conflict with the regular ministries of the church.
2. Facility may be available for members upon request for baptism and profession of faith receptions (Sundays). Setup, take-down and clean-up is the responsibility of the member. Scheduling will be on a first-come, first-booked basis.
3. Facility should be in as good or better condition than you found it. Chairs and tables must be returned to their proper location.
4. Persons using the facility are responsible to leave the facility cleaned, and in a respectable condition, unless custodial services are purchased. This includes waste disposal.
5. Upon departure all lights must be turned off, outside doors and windows secured.

Fee Schedule:

Since Community CRC facility usage fees and charges are reviewed regularly and adjusted as required, the fee schedule is not printed as part of this brochure. It is available as an insert accompanying this brochure. This allows CCRC to amend fees and charges as required.

Fee for Concerts: Concerts have the potential for high levels of participation with a corresponding amount of advance interest. Such events cause a significant workload within the church office. Special pricing for concerts that require substantial CCRC office time and effort is indicated on the fee schedule.