

Shelbourne Street Church of Christ

Building Use Policy

Introduction

This Building Use Policy is designed to facilitate an orderly and efficient use of the building and related property and facilities (the “**Building**”) of the Shelbourne Street Church of Christ (the “**Church**”). We feel very blessed to have a functional and beautiful Building. With considerable investment in the Building, we feel that good stewardship demands that we formulate guidelines for the judicious use and protection of our property. Therefore, this Building Use Policy is designed to encourage the use of the Building for purposes consistent with our Church’s mission, while ensuring its proper care so that we may all enjoy using the Building for many years to come. It is also designed to be fair to all members and regular attendees of our Church (“**Members**”).

We do not view our physical Building as a sacred entity in and of itself. We believe it is a tool to be used for God’s glory. It is, however, dedicated first and foremost to worship, teaching, study, and compassionate service. For that reason, we cannot permit the use of our Building for any event or activity that conflicts with Christian principles and practices as we understand them.

In addition, Building use and scheduling will be governed by the following lists of priorities and exclusions. All decisions regarding application of these priorities and exclusions will be made at the discretion of the deacons.

Priority Scheduling List

1. Regular worship periods and regularly scheduled Church activities always take top priority over any other use of the Building.
2. Other infrequent or one-time Church-sponsored activities targeted at the entire Church body, including luncheons, potlucks, youth activities, women’s and men’s groups, baby and wedding showers, funerals and other times of grieving, and similar activities, as well as fund-raising activities, provided that the purpose of such fund-raising activities is related to the Church’s mission.
3. Church-sponsored outreach activities that involve the neighbouring community and where potential exists for sharing the gospel; for example, Narcotics Anonymous.
4. Personal, not-for-profit activities of Members that are not targeted at the entire membership. This category would include activities such as teas, parties and receptions. *Please note, events that do not target the entire membership will be subject to rental fees and will require a certificate of insurance as set out below.*
5. Activities of non-Members of the Shelbourne Street Church of Christ. This includes such activities as have been mentioned for Members, but will need to have sponsorship by at least one church member.
6. Approved organizations in the community where the purpose of such opportunity is consistent with the mission of the Church or where a group has rented in the past and have been pre-approved.

For all activities other than those described in points 1 and 2 above, an application/contract will be required as set out below.

Excluded Events or Activities

1. Activities that conflict with Christian principles, values or practices as understood by our Church. This includes the solemnization or celebration of same-sex marriages or unions.
2. For-profit, commercial and political activities, and fund-raising activities unrelated to the Church’s mission.
3. Activities that may involve unreasonable risk to the Building or injury to participants or Church staff, or interference with the quiet use of neighbouring properties by their owners or occupiers.

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4. Activities requiring the involvement or oversight of Church staff where such are unavailable, and activities for which our Building is viewed as an impractical venue for any other reason, including the existence of concurrently scheduled events.
5. Activities at which alcohol will be served.

Fees, Deposit, and Payments

Fees

1. **Single meeting room: \$20.00 flat fee for any period up to 4 hours.**
2. **Downstairs facility (including multi-purpose room and kitchen): \$20.00 per hour for groups of 20 or fewer; \$30.00 per hour for larger groups.**
3. **Auditorium: \$80.00 per hour, plus the following additional charges as applicable:**
 - a. **AV equipment - \$35.00 per hour**
 - b. **Piano - \$20.00 per hour,**
 - c. **Drums - \$20.00 per hour**
 - d. **Sound Technician - \$35.00 per hour**
4. **Weddings – Flat Rate of \$200.00 for use of full facility and flat fee of \$50.00 for use of AV equipment and sound technician, plus suggested honorarium of \$150.00 for minister. Separate charges for piano and/or drums. Total amount must be paid 14 days before the event.**

Deposit: A refundable deposit of \$100 will be required to reserve and use the Building, submitted together with the application as discussed below. The deposit will be refunded following the event if the building is left clean and in good order. Alternatively, the deposit can be used as a contribution toward the cost of custodial services, which will be charged at a rate of \$25.00 per hour.

Payment: All applicable fees must be paid at least 7 days prior to rental date. Only cash or cheques will be accepted as types of payment. Receipts will be issued for any cash payment.

Insurance

The User must provide the Church with a certificate of insurance, in form and substance acceptable to the Church, at least 14 days before the proposed activity, confirming coverage in an amount not less than \$2 million for the proposed activity at the Building and naming the Church as additional insured. The User's insurance policy will respond first in the event of any claim brought as a result of the User's use of the Building.

Building Use Rules

Building Access and Lighting

Please arrange Building access through the Church staff or custodian. Also, please consult Church staff or custodian to locate lighting and explain its usage. The custodian can also help in adjusting heating requirements.

Sound and Recording Services

Our auditorium and entire facility is equipped with a sophisticated sound and video system. This equipment is not to be operated by anyone except a Church representative unless approved by the Church staff. If you wish to use the audio or video system, please discuss this with Church staff, who can also discuss the possibilities of the system.

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Children - We request that children not be allowed to run free throughout the Building or left unattended in the nurseries at any time.

Furniture - You are welcome to move furniture in the Building when necessary, but we ask you to return it to the original location and treat it with care. Please let the Church office know if you will be moving furniture.

Clean-up - Users of the Building are expected to leave the Building as they found it: clean and in order.

Elevator - If you think that you will require the use of the elevator, you will need to have one of the Church staff instruct you in its proper usage.

Additional Supplement for Weddings

We are pleased that you would desire to use our Building for your wedding. We will try to assist you in making this a memorable and special day. We require that the following additional guidelines be observed during all rehearsals, weddings, and receptions held in the Building.

Ministers

Our staff ministers are happy to discuss your wedding ceremony and the sacredness of marriage in the sight of God. Pre-marital counselling is MANDATORY before a staff minister will agree to perform the ceremony. As previously explained, the Church adheres to traditional views of marriage, therefore our staff ministers will not solemnize the marriages or unions of same-sex couples, nor may the Building be used for the solemnization or celebration of same-sex marriages or unions.

Order of Service

We encourage you to structure your wedding as you choose. Please notify us if there will be anything out of the ordinary with your service.

Rice, Confetti and Birdseed

In order to protect our Building from undue damage and to facilitate the cleanup process, we request that confetti, rice or birdseed not be thrown anywhere inside or outside the Building.

Candles

We require that only dripless type candles be used or tea lights in votives, but battery operated candles are preferred.

Florists and Caterers

Florists and caterers are responsible for setting up and taking down their equipment. Florists and caterers should expect to remove their equipment on the day of the wedding.

Dressing Rooms

You may use our Building for the dressing of the wedding party. We simply ask you return furniture to the way it was before you used it.

Application Process and Contract

Please provide all the information requested in the attached application and return it to the Church office, together with the deposit or fees as applicable (see above). Upon receipt, the deacons will review your application and the Building use schedule. Note that reservations can be made no earlier than one year in advance of a planned event. Please do not make definite plans or advertise the event until your application has been approved. Note that the Church reserves the right to refuse an application due to previous or proposed use of the Building not conforming to the Building Use Policy or the contract terms set out below.

If your application is approved, an authorized staff member will sign it, at which time this entire document, including the Building Use Policy, will become a binding legal contract (the "Contract") governing all matters related to your use of the Building. The Church therefore recommends that you obtain independent legal advice prior to signing the Contract.

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Building Use Application and Contract

Note: By signing this document, you will waive certain legal rights, including the right to sue, if your application is approved by the Church. Please read it carefully!

User: _____ (the "User")

Note: Use organizational name where applicable.

Address: _____

Type of User:

Member of Shelbourne Street Church of Christ

Non-Member - Name of Member Sponsor - _____

Organization

Date of Activity: _____ Time of Activity: _____

Describe the Activity (the "Event"):

Requested Areas: Auditorium Multi-Purpose room Kitchen Nursery AV Equipment

Piano Drums Use of Elevator Single Room _____

Contact: _____ 2nd Contact: _____

Phone: _____ Phone: _____

Cell: _____ Cell: _____

Email: _____ Email: _____

Terms

1. The User hereby agrees to assume all risks and all responsibility for, and releases and forever discharges the Church, its elders, Members, staff, representatives, contractors, agents and invitees (the "Releasees") from, all actions, proceedings, costs, damages, losses, expenses, claims and demands whatsoever suffered, incurred or brought or made against the Releasees, or any one of them, due to or arising out of, whether directly or indirectly, the User's use of the Building or this Contract, or any act or omission, including negligence, of the Releasees related to such use or this Contract.
2. The User agrees to indemnify the Releasees from all actions, proceedings, costs, damages, losses, expenses, claims and demands whatsoever suffered, incurred or brought or made against the Releasees, or any one of them, due to or arising out of, whether directly or indirectly, the User's use of the Building or this Contract, or any act or omission, including negligence, of the Releasees related to such use or this Contract.
3. This Contract will be governed by and construed in accordance with the laws of the province of British Columbia.
4. This Contract may be executed and transmitted by email or other electronic means of transmission and if so executed and transmitted this Contract will be for all purposes as effective as if the undersigned had delivered an executed original Contract.

The User has read and understood the attached Building Use Policy and the terms set out above prior to signing and by signing it agrees to such policy and terms. The User is aware that by signing this Contract, it has given up substantial legal rights. The User acknowledges that the Church has recommended that the User obtain independent legal advice before signing this Contract.

[Signature page follows.]

Shelbourne Street Church of Christ

By: _____ Date: _____
Signature of User or Its Authorized Signatory

Print name

The Church hereby approves the foregoing application to use the Building:

By: _____ Date: _____
Authorized Signatory of Church

Print Name

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For Church Use Only:

Has activity been placed on the Master Calendar? Yes () No ()

Has Church received certificate of insurance in acceptable form? Yes () No ()

Wedding Information

Date of Rehearsal: _____ Date of Wedding: _____

Minister: _____ Phone: _____

Bride: _____ Phone: _____

Mother: _____ Father: _____

Groom: _____ Phone: _____

Mother: _____ Father: _____

Activities Director: _____ Phone: _____

Florist: _____ Phone: _____

Catering: _____ Phone: _____

Audio / Video: _____ Phone: _____

Custodial: _____ Phone: _____

Fees and Deposits

Paid to the "Shelbourne Street Church of Christ"

Usage Fee \$ _____ Date Received: _____

Deposit \$ _____ Date Received: _____