

Please Keep for Reference

The First Unitarian Church of Hamilton

Policy on Use of Facilities

Purpose:

The purpose of this policy is to standardize the method by which use of church facilities may be granted to individuals and organizations, whether they are members or non-members of the First Unitarian Church of Hamilton.

Spirit:

It is our intention that the church facilities be used to the greatest practicable extent to further the religious, educational, social and recreational needs of the immediate and broader community, without assuming responsibility for the opinions or activities of any organization that is not officially recognized or connected with the church. Organizations' use of the facilities does not imply endorsement by the church of the organization's views or activities.

Organization:

- 1) Under supervision of the Rental Committee chair the Administrator shall:
- 1) Maintain a posted weekly calendar of church use.
- 2) Maintain forms as approved by the Rental Committee and ensure that all non-church-related uses complete a booking application form.
- 3) Assist the Rental Committee in creating an annual report for submission at the Annual General Meeting, which shall report on facility use, review this policy, the Rental Fee Schedule, and propose changes as necessary.
- 4) Work with the Rental Committee to ensure that use of the church facilities complies with the policies of Appropriate Use as stated below.
- 5) Co-ordinate the availability of the custodian, prior to booking, to ensure (his/her) availability and that the facilities to be used are ready for the intended use and are returned to a state of readiness for church functions. The custodian will require a fee be paid to cover the time required. All fees charged for the custodian's time will be collected by the administrator and a receipt issued.
- 6) Ensure that a set of regulations governing use specifying the operations of the facility are available, that checklists are posted at front and side doors, and that floor plans are to be posted in each area of the church.
- 7) The administrator shall keep a record of all situations where use of the church facilities is denied and inform the Rental Committee of such occasions.

Regulations Governing Use:

1) Use Priorities:

All requests for use of church premises must be cleared through the church office

- a) In case of conflicting requests for church use, the following priorities apply:
 - i) Regularly scheduled church functions, services, etc.
 - ii) Members' use for church-related activities, including
 - (1) Ceremonies for a member or member's immediate family
 - (2) Conferences or other group meetings requiring long- range planning
 - (3) On-going activities of church groups registered by the church, such as meditation, etc.
 - (4) Member-sponsored use by a non-profit or community development group
 - iii) Members' personal rentals
 - iv) Non-members' ceremonies
 - v) Non-members' rentals
- b) In the case of some conflicts it may be appropriate for the administrator to ask the lower priority user to reschedule or use another area in the facility. This does not apply if:
 - i) Full booking fee has been paid;
 - ii) There are less than twelve(12) weeks to the event;

This part of the policy must be made clear to all prospective users of church facilities when they first inquire about space and availability.

- c) An effort should be made to keep the sanctuary area available for at least one afternoon per week to allow for short term scheduling of ceremonial uses such as funerals or remembrance ceremonies.

2) Appropriate Use:

- a) In keeping with the spirit and open tradition of the Unitarian Universalist faith all applications for use shall be considered without prejudice while keeping the following principles in mind.
 - i) The stated aims, principles or purpose of the user or use shall not be contrary to the principles of the Canadian Unitarian Council
 - ii) Given the stated use or purpose, it is reasonable to anticipate that damage to church buildings or property will not result and adequate supervision of guests will be provided.

- b) Long-term - 3 months or longer - or continuing use of church facilities requires approval of the Rental Committee and will be based on negotiations with the group desiring to use the facilities. Considerations (in addition to 2a above) will include:
 - i) Type of use which is desired
 - ii) Evidence of liability insurance with First Unitarian Church of Hamilton as a named insured
 - iii) Non-interference with church activities, including the ability of renter to ensure that church space is made ready for church activities
- c) Commercial Use:
 - i) Any items, to be sold, the methods for sale of such items, and any potential remuneration to the church from such sales are to be approved by the Rental Committee.
 - ii) Exhibitors of items for purposes of sale of said items must sign a waiver of responsibility form releasing the church of any liability involving those items.
 - iii) Signage on church property, in whatever form, must have the prior approval of the administrator.

3) Rules Governing Use

- a) The general rule is that the building should be left as found.
 - i) There is a no smoking policy throughout the building. Smokers must use designated trash facilities for disposing of their cigarette butts, which are located outside the building.
 - ii) Confetti, rice or other small items are not to be thrown or used in the church or immediately outside any entranceway. Use of these items in proscribed areas will result in a clean-up charge being withheld from the damage deposit.
 - iii) Use is to be restricted to the areas covered under the rental agreement.
 - iv) The sanctuary and other spaces must be returned to the same condition in which they were found. Floor plans for each area will be posted. Specifically, movement of chairs and pews in the sanctuary is restricted, unless prior arrangements with the administrator and custodian have been made and approved. If this condition is not carried out a charge will be levied in accordance with the custodian's fee schedule.
 - v) Food is to be kept out of the sanctuary. If meals, drinks or snacks are to be served in other areas of the church the rental must include the kitchen and arrangements made for cleanup.
 - vi) The sound system is to be operated only by a qualified person designated by the church.
 - vii) No tacks, pins or staples are to be used to attach any decorations to the church, its structure, or furnishings. Masking tape may be used with care to prevent damage to the facility and its furnishings.
 - viii) All church users shall abide by local, regional, provincial and federal laws governing the use or serving of alcoholic beverages, noise levels, childcare and other applicable area of jurisdiction. If alcoholic beverages are to be served a valid liquor license must be presented to the administrator at least 24 hours prior to the rental time and posted during the event.
 - ix) Animals, other than guide dogs or other canine assistants, are not permitted inside the church building.
 - x) Animals brought on to the property shall be kept under control by their owner or handler, and any excrement shall promptly be cleaned up by the handler.

4) Fees:

- a) No booking is considered firm until all required fees and deposits have been paid as per the rental agreement.
- b) Kitchen supplies, including coffee, tea, sugar, cream or whiteners, other foods in cupboards or refrigerators, disposable cups and plates are not included as part of the rental and are not to be used by the renter or his/her guests.

Rental Rates as follows:

Rental of:	Member Rate	Non-Members	Non-Profit
Sanctuary & Foyer	\$95.00	\$250.00	\$220.00
Foyer	\$45.00	\$100.00	\$90.00
Kitchen	\$30.00	\$65.00	\$50.00
Fellowship Hall	\$85.00	\$120.00	\$100.00
Classrooms	\$25.00	\$35.00	\$30.00
Grand Piano: \$150.00			
Upright Piano: \$30.00			
Sound System: \$30.00			
Custodial Fee: \$13:00 per hr. \$18.00 per hr. Weekends			