

## **BUILDING USE GUIDELINES 2018**

Conditions and requirements for **ALL** users of the building and facilities of Picton United Church

*It is our policy to share facilities and resources with other community organizations and service agencies that advance **Picton United Church's** ministry and charitable purpose. These guidelines are designed to ensure reasonable access and fairness for all requests for use of the church building. Church events, weddings and funerals will take priority.*

### **1. AUTHORITY**

Final authority regarding the use of Picton United Church's building and facilities rests with the Church Executive of the congregation.

### **2. AVAILABILITY**

Use of the church building and facilities is limited to those organizations and groups whose non-profit activities are in accordance with the purpose and principles of Picton United Church. Declined applications may be appealed to the Church Executive.

The Church Executive reserves the right to deny the privilege of building use and/or cancellation of any Building Use Agreement if terms of guidelines are not met.

### **3. BOOKINGS**

All events shall be subject to all regulations of government and /or local authorities. Bookings will be made on a 'first come' basis with priority being given to Weddings, Funerals and business of Picton United Church. Applications can be accessed through our website at [www.pictonunitedchurch.ca](http://www.pictonunitedchurch.ca) or at the church office. Completed applications are to be submitted for approval to Property and Finance through our email or at the church office.

When approved a Notice of Confirmation will be issued to the contact person by the committee. This will guarantee the booking.

Scheduling of such can be arranged through our Church Office at 613- 476- 6050, [pictonunitedPF@bellnet.ca](mailto:pictonunitedPF@bellnet.ca) or [pictonunitedchurch@bellnet.ca](mailto:pictonunitedchurch@bellnet.ca)

### **4. USER GROUP RESPONSIBILITIES**

Each user group must appoint ONE contact person who will be listed in the Building Use Agreement. The Church should be notified of any changes in a timely fashion.

The contact person is responsible to ensure;

- all members of the group understand terms and requirements of Building Use agreement

- all persons attending the event comply with these conditions for continued usage

All children's activities involving children require adequate adult supervision.

Times and areas of use for the building designated in the confirmed Building Use Agreement must be adhered to.

Any damage or loss of church property resulting from the user group's activities must be reported immediately and are for that group's costs.

Unless otherwise stipulated, user groups are responsible for:

- replacement of furnishings and restoring space to original arrangement
- turning off lights, fans, closing windows and leaving in conditions found
- refuse being placed in appropriate waste containers

Additional guidelines apply to kitchen use and are available on request.

## **5. Action required in event of Power Outage or Fire**

Responsibility for providing leadership in the event of **power outage** belongs to the person designated as the Supervisor in the Building Usage Agreement. Please be cognizant of those members of your group with mobility, sight or other challenges who may require extra support or assistance by your group members.

In the event of a **fire**, vacate the building immediately and call 911 giving address as Picton United Church 12, Chapel Street Picton. Ensure all members of your party have exited the building and close all doors. Emergency exits are signed and lit. Provide all information required by Fire Department officials and cooperate fully. Re-entry is only permitted when authorized by the Fire Department Officials and a Picton United church representative.

In the event of **power outage**, please contact D Hadley 613 403-5228, Terry Stevenson 613 503-0057. If the outage last longer than a few minutes, all occupants should vacate the building and it should be secured.

## **6. Distribution of keys**

Keys are distributed to groups or persons for valid reasons. Receiving a key on loan is considered a privilege. Keys must be signed for when received and are to be used with the same care as a personal house key. A security deposit of \$25.00 will be required and refunded on return of the same.

Church keys must not be copied. If lost or stolen, this must be reported to the Church office and a replacement fee will be charged.

If your group is the sole occupant of the building, doors are to be locked after all group members have entered.

## **7. Liability**

User groups are required to indemnify and save harmless Picton United Church from any claim whatsoever by, or in respect of, any persons or personal property.

Non-church users and the attendees of their activities may not be covered by Picton United Church's liability insurance and are responsible to provide for their own liability protection.

It may be a requirement of the church's insurer that the non-church users provide a certificate of liability specifying your own liability coverage. This requirement does not apply to groups and programs that are deemed by the Church Executive to be extensions of the congregation's ministry.

## **8. Use of the Sanctuary**

Additional guidelines apply for the use of sanctuary and chapel. The use of these spaces are at the discretion of Worship and Membership and also the Property and Finance Committees.

Users may hire church staff to assist with any required set up. It should be noted the Pulpit or Grand Piano must not be moved under any circumstances.

## **9. Charges and fees**

Non-Church users are asked to share in the cost of building maintenance. Registered charities and Non-Profit organizations will be offered a reduced rate with a minimum fee of \$100.

Fees are as follows:

Sanctuary	\$400
Centennial Hall	\$200
Sunday School Room	\$150
Kitchen	\$50
Concerts	Room Fee + negotiated % of ticket sales

A non-refundable deposit is required at booking for 50% of the set fee.

For events open to the public (e.g. concerts), a church appointed supervisor is required for the specified time to ensure security.

All payments are payable to Picton United Church and should be made in full within a week following the usage.

## **10. RESTRICTIONS**

The following restrictions apply to all groups or persons using the building:

***ANIMALS*** are prohibited in the building with the exception of Certified Service Animals

***SMOKING*** is prohibited inside the building or near entranceways.

***OPEN FLAMES*** including candles are prohibited on the premises and grounds of the church.

***ALCHOLIC BEVERAGES*** are prohibited on premises.

Special Occasion Permits will be considered for specific events on an individual basis with Executive approval. Users must provide a Special Events Permit issued by AGCO, an Event Liability Insurance Certificate showing Picton United Church as the additional insured, and receipts from licensed retailers listing beverages to be served (limited to wine, cider and beer). Confirmation is required for our records that at least one person at the event has a Smart Serve Designation. This service is limited to Centennial Hall and kitchen. All other areas are prohibited.

***USE OF CONFETTI*** is not allowed in building or on premises.

***FOOD AND DRINK*** (except water) are prohibited in Sanctuary and Chapel

#### **11. INTERNET ACCESS**

Wireless Internet is password protected and is available on request for authorized building users.

#### **12. AGREEMENT**

It is understood by signing the Building Use Agreement, the user group has accepted these Guidelines as a condition.

#### **13. CONFIRMATION**

The approved Building Use Agreement will be signed and returned. Any conditions or restrictions will be included in the attached confirmation letter.

***Please note Canadian Law and Canada Revenue Agency regulations do not permit Picton United Church to discount building use fees to members of the church.***