

**POLICY:**

St. George's United Church believes that its facilities are a community asset that has been gifted to us by God, and that this gift is meant to be a benefit to the world God loves in and beyond our congregation. All rooms are available for any use as long as it is congruent with the Mission and Vision of St. George's United Church. Groups are not required to share our faith tradition, but partner with us for the use of space in a relationship of mutual honor and respect.

**PROCEDURES:**

1. Bookings shall be made through the St. George's Office through the Church Administrator or other designated person.
2. Fees for one time room use are to be given to the Church Administrator at the time of booking and signing agreement.
3. Fees for ongoing use are to be received in advance – monthly.
4. A receipt will be provided at the time of payment and record kept of each rental agreement.

**GUIDELINES:**

1. Bookings (for up to one year term) will be taken on a first come, first served basis. Notwithstanding the above, St. George's reserves the right to change or cancel room bookings with a minimum 30 day notice. Violation of these guidelines can result in termination of a user group agreement at anytime.
2. Fees:
  - a. Fees are to be below market value, reasonable and accessible in price to encourage community use of the space that is congruent with the Mission and Vision of St. George's United Church.
  - b. Fees are to be set on a two-tiered schedule: one for single/ongoing use, and another for ongoing use.
  - c. The fee schedule shall be maintained and set by the Administrative Team of St. George's United Church. The Administrative Team may adjust rental rates with approval of the Chair of the governing body and the Coordinator of the Property Committee. Any approved changes should be reported to the governing body a week prior to its nearest upcoming meeting and part of.
  - d. Single time fees or rental rate discounts for non-profit/non-commercial groups for the purpose of deepening community relationships and encouraging rentals may be marketed at the discretion of the Administration Team with the approval of the Chair of the Property Committee in congruence with policies and mission/vision of St. George's.
3. Priority of Use (in the following order):
  - a. St. George's functions and groups
  - b. United Church of Canada Affiliated Groups

- c. Community service and non-profit groups
  - d. Congregant use
  - e. Other denominations
  - f. Other groups—*excluding any group for partisan political purposes*
4. Guidelines for Use of Rooms:
- a. Items may be sold for church fundraising (garage sale, bake sales etc.)
  - b. Rooms may be used for recitals, concerts, plays, meetings, etc.
  - c. User groups may charge admission to their event.
  - d. User groups may sell items in order to fundraise for themselves, but not for outside businesses or commercial interests apart from them.
  - e. Smoking (vaping, tobaccos or cannabis), alcohol and illegal drugs/activities are not permitted on St. George's property, nor within three metres of doors and windows.
  - f. When the kitchen is used, tea towels are not provided. Please bring your own tea towels, cloths and all other supplies you will need (coffee, tea, sugar, milk etc.)
5. Guidelines For Care of Rooms:
- a. Groups using the facilities will leave the room(s) neat and tidy. Please use the cleaning supplies provided to sweep floors, wipe tables/chairs, high touch surfaces etc. (see COVID 19 Policies attached). Please clean pews of programs/garbage. Repair costs for any damage will be charged to the user.
  - b. Groups using the facilities will secure the building as they leave (lights off, doors locked). If facilities are left unlocked and the alarm goes off, there will be a \$100 fee charged to the user.

REFERENCES:

- See St. George's Sanctuary and Room Use Fee Schedule for Rates.
- See COVID – 19 policies attached