

ORCHARD VALLEY UNITED CHURCH USAGE POLICY

It is the intention of the Orchard Valley United Church to make good use of the Church facilities, including providing outreach to the community. This policy is designed to provide an organized booking process and to cover the cost of heat, lights and the general maintenance of the facilities.

1. Anyone wishing to use the Church facilities must read this policy and complete the attached agreement /reservation form. This includes all church-related committees and groups that use the facilities on a regular basis. These committees/groups will complete the form annually, noting the person in charge and the facilities required. (This is to be done each September.)
2. All groups are encouraged to make booking requests two (2) weeks in advance to ensure arrangements can be completed in advance.
3. Preference will be given to church related groups. However, once a date and time have been confirmed by the Facilities Committee (Admin Assist., member of Property Committee, one Trustee member) for another group it will not be changed without the permission of the group having the prior commitment.
4. Facilities will not be available on statutory holidays.
5. All groups must supply people to set up the facilities and to clean up before leaving, unless a prior arrangement has been made. Furnishings that are moved must be returned to their original location before leaving the building. Moving of accessories (plants, wall hangings, cross, etc.) must be declared and approved prior to the event.
6. All groups are restricted to the area or areas of the building agreed upon in the reservation form. Use of the hall does not include the use of the kitchen unless specifically booked.
7. Heat is to be adjusted only by the custodian.
8. All groups must complete their functions in the Church facilities by 10:30 pm.
9. The last person in the group to leave the Church facilities is responsible to ensure that the lights are turned out, and the doors and windows are closed and locked.
10. If the group and/or individual booking the facility chooses to leave the facility within the booked time frame, the custodian is to be notified in advance.
11. Open flames (candles) are generally not approved for use. However, the Council may give special permission. When permitted, there must be protection from wax drippings.
12. No parking at any time in designated staff parking areas.
13. No smoking on Church property.
14. No throwing of confetti or rice.
15. Alcohol may be served with the appropriate license.
16. Tables, wall surfaces and other Church property will be protected while doing projects.
17. All damage or broken items must be reported to the Church office.
18. Fire doors must be kept closed at all times. Numbers are not to exceed fire regulations.
(175)
19. Food and beverages may not be served unless approved in advance.

20. When kitchen use is approved, someone with a current Food Handling Certificate must supervise activities. The standard of cleanliness is to be returned to the condition you found it in. or better.
21. All garbage must be removed, and put in the appropriate bins.
22. All linens (tablecloths, dish towels, hand towels, etc.) are to be laundered and returned by the end of the next business day.
23. All non-church groups will designate a person in charge who shall be present during the time that the group is in the building. The Church office, will record the name of the individual in charge when making arrangements for the reservation.
24. The person signing the form for the use of Church facilities by the non-church group is responsible for the group while the group is using the Church Facilities. He or she must guarantee to pay for all damage by the group while it is using the facility.
25. All non-church groups using the Church facilities are to advise the Facility Committee whether they have appropriate liability insurance, show proof of insurance and agree to indemnify/compensate the Church for all claims arising from the use of the Church Facilities. If a group does NOT have insurance they will be directed to a website where they can purchase insurance for their event.
26. The Facility Committee must approve the use of the Church facilities by a commercial group and will negotiate an appropriate fee for the use of the facilities. (See attached fee guidelines.) The Church Council may delegate its authority to the Facility Committee to permit and expedite the use of the Church facilities.
27. Groups contracting to use the Church facilities acknowledge that all control of the Church facilities rests with the Church Council. If the Church Council pre-empts the use of the Church by its overriding authority or if an event beyond the control, of the Church prevents the use of the Church at the time previously arranged by the group, this agreement shall be voided and any monies paid to the Church by the group, in advance, shall be returned to the group.
28. There will be no charge for the use of the facilities when they are used by: Council, Committees of Council, groups of Orchard Valley United Church; or other non-profit groups that have been approved by the Church Council. Non-profit groups are encouraged to contribute an amount to defray the costs of heat, lights and janitorial services as they are able.
29. If audio-visual access is required please ask the secretary for options.
- 30. FEES: See attached fee structure.**

FACILITY USAGE AGREEMENT

1/we agree to make restitution for any damage to the premises or equipment.

I/we have read the policy and agree to the above.

Signature of Group Representative:

Date:

Signature of Church Representative:

Date:

ORCHARD VALLEY UNITED CHURCH**FILE NO:** _____

Reservation Form – 2015–16 Today's Date:		
Single or Weekly Event:		
Specify Room(s) Required:		
User (please print):		
Address:		
Telephone:		
Email:		
Sponsor (if any, specify):		
Date of Function:	Day:	
Date:		
Time of Function:	From:	To:
Estimated Attendance	Min:	Max:
Open Admission	Yes:	No:
Admission Charge	Yes:	No:
Type of Function	Meeting:	Concert:
Conference:	Other: (pls specify)	
Financial Contribution	Yes:	No:
Amount Attached:		
Do you have commercial general liability insurance?	Yes:	No:
Amount:		

FEE STRUCTURE

Unaffiliated OVUC users/organizations are asked to consider the following fees for space usage. Please discuss the circumstances of your organization with the secretary as fees for non-profit organizations can be adjusted. We respectfully request that these be pre-paid at time of booking confirmation.

Sanctuary and kitchen	\$50/hour
Sanctuary only	\$35/hour
Kitchen only	\$35/hour
Large meeting room	\$50.00
Small meeting room	\$25.00
Custodian/Janitor/Set up (additional work)	\$75.00
Kitchen supervisor	\$50.00
Sound technician	\$50.00

Fee includes heat, lights, water, sewer, regular cleaning, regular wear and tear and consumables – paper towel, soap, etc.