

## Facility Use Policy

**Effective Date:** 2018 – January

Approved by: CC 2017-3

Amended:  
\_\_\_\_\_

### Background

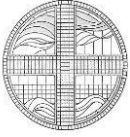
St. Mark's strives to be a community of belonging and hope that is built on caring and nurturing relationships and spiritual direction and growth. Offering of our facility for use beyond regular congregational events is one way we work to fulfil this mission.

### Purpose of Policy

This policy sets out the parameters by which usage of St. Mark's Lutheran Church facilities will be made available for non-congregational events.

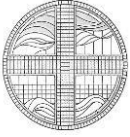
### General Principles

1. Subject to availability, the facility shall be made available to the following:
  - (a) Members in good standing of the congregation for the purpose of holding private functions at which they will be in attendance;
  - (b) Organizations for the purpose of holding meetings, workshops, training events or similar types of activities;
  - (c) Community service events;
  - (d) Performing artists for the purpose of holding practices, recitals or concerts.
2.
  - (a) Facility use fees for non-recurring events shall be established on a cost-recovery basis. Cost estimating shall take into consideration set up and tear down of tables and chairs, pre and post event cleaning, utilities and general wear and tear on the church.
  - (b) Facility use fees for regularly scheduled recurring uses shall be established by the congregational council in consultation with the applicant. Proof of liability insurance coverage must be provided.
  - (c) A damage deposit will be required from all facility users.



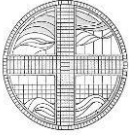
## Facility Use Policy

- (d) All fees including the damage deposit fee shall be reviewed on an annual basis by the congregational council.
  - (e) No fee shall be assessed for use of the facility for meetings or events organized by the MNO Synod, the ELCIC or other inter-faith groups with whom St. Mark's has established relationships.
- 2.
- (a) To allow for the facility to be prepared for Sunday worship services, normally, any use of the facility on a Saturday must be terminated no later than 6 PM. On other days, the building must be vacated by 10 PM unless prior arrangements have been made.
  - (b) To allow for adequate time for the building to clear following Sunday morning worships services and post-service events, the church will not normally be available for non-congregational use until 1:30 PM or later.
3. Rental agreements shall stipulate the following:
- (a) Permission to use facilities in the Church does not carry with it the right to use any Church equipment.
  - (b) The members of any group or organization or spectators, while in the church building must be under the immediate supervision and control of a competent and trustworthy adult who will undertake personally to be responsible for the due observance of the requirements of the Church Council. The name(s) of the supervising adult(s) must be entered upon the application for permit.
  - (c) The building is to be used only on the date or dates, and hours, and for the purpose specified on the permit.
  - (d) The building must be vacated by the time shown on the permit.
  - (e) All aisles and exits must be kept clear.
  - (f) Telephone use must be limited to necessary local calls.
  - (g) Any entertainment is to be of a high moral character.



## Facility Use Policy

- (h) Without prior written permission, no pianos, video equipment or other apparatus shall be brought into the building and no structure or apparatus shall be placed or erected on Church property.
  - (i) Raffles and other forms of gambling will not be permitted to originate nor be conducted in the Church.
  - (j) The use of glue, paint, or other substances that could damage carpeting is restricted to noncarpeted areas. The use of any substances that could damage the non-carpeted areas is prohibited.
  - (k) The applicant shall be responsible for any loss or damage to the building or equipment resulting from use by him or any other persons covered by the permit. **A statement by custodial staff** shall be evidence of such loss or damage and the applicant shall pay the amount of such loss or damage.
  - (l) Smoking is strictly prohibited in the entire building and within 5 meters (20 feet) of any entrance.
  - (m) Alcohol may be served at events provided it is done so under a No Sale Permit obtained from the Manitoba Liquor and Lotteries Corporation by the organizers of the event.
4. Normally, tasks associated with the set up and tear down of rooms and any cleaning necessary prior to and after a rental event shall be outside the regular duties and responsibilities of the church custodian. Such tasks shall be performed by persons designated by church council. Remuneration for such services shall be paid according to a fee schedule established by the congregational council.
  5. The congregational council or its designate shall be responsible for recruiting individuals to serve as custodial support staff for non-congregational events. Events requiring set up and tear down of table and chairs will normally require a custodial team of two persons.
  6. No booking of the facility shall be finalized if custodial support staff is not available for the requested date and time.
  7. Requests to use the sanctuary must be reviewed and approved by the Director of Music Ministry and/or the pastor.



## Facility Use Policy

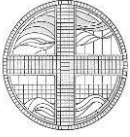
### Processing Applications

Applications for use of the facility shall be processed in the following manner.

8. Church administrative staff shall be the first point of contact for prospective facility users. Administrative staff shall:
  - (a) Assess the suitability of the applicant based on criteria established in Item 1 above. In cases where administrative staff are uncertain as to an applicant's suitability, they shall consult with the chair of the congregational council.
  - (b) Collect information on the space needs of the applicant and the date of the proposed usage.
  - (c) Determine whether custodial support staff is available on the proposed date. In conjunction with custodial staff, determine what services will be required for set up and tear down in order to establish a rental fee.
  - (d) Contact the applicant to confirm availability and rental fee. Make arrangements for submission of a rental application form and security deposit.
  - (e) When requested by applicants, conduct or arrange tours of the facility. Tours must be scheduled at times when at least two administrative staff persons or one administrative staff person plus one other member of the congregation will be present.
  - (f) If necessary, schedule a time for applicants to pick up a key.

### Custodial Support Staff

9. Custodial staff who agree to provide support services for a non-congregational event shall be responsible for the following.
  - (a) consulting with the administrative staff to determine the rental fee to be assessed;
  - (b) as necessary, preparing those areas of the building that will be used for an event including sweeping or vacuuming floors, cleaning washrooms and setting up needed tables and chairs;



## Facility Use Policy

- (c) if necessary, arrange for the cleaning of sidewalks and entrance areas to the church of snow just prior to an event;
  - (d) after the event, returning those areas used to their general state prior to the event by sweeping or vacuuming floors, cleaning washrooms, taking down and storing tables, re-stacking chairs and cleaning the kitchen.
10. Following an event, custodial staff shall submit a written report of hours worked to the church office. Any damage noticed during post-event clean up shall be noted in the report.
  11. An hourly compensation rate for custodial support staff shall be established by the congregational council and reviewed on an annual basis.