

St. Andrews United Church Facilities Rental Guidelines
November 28, 2018

Purpose

As an inclusive and welcoming church, St. Andrew's United Church (SAUC) strives to make its facility accessible to congregation members as well as a variety of community groups and agencies whose values are consistent with our own.

Definitions

Occasional Renter: Sporadic user, a special event, or short duration. For e.g. rental for a one-time meeting or a meeting 2-3 times per year, 1 day per week for 6 – 8 weeks.

Long-Term Renter: Consistent rental for a long duration but does not have exclusive use of a space. For e.g. 1 day per week for 6 months.

Long-Term Permanent Renter: Has exclusive use of one part of the facility for the term on their rental agreement.

Rental Eligibility

1. Any individual or group from within the congregation or any community group or agency is eligible to apply for use of church facilities. Groups are welcome whether they are not-for-profit or for-profit.
2. However, SAUC shall not rent to for-profit businesses or organizations if rental income will affect property tax-exempt status. Examples of eligible for-profit business are exercise classes, grief counselling, spiritual adviser and other similar businesses which benefit our community.
3. In cases where a rental application may come into question, the church reserves the right to refuse access when the renter's aims and goals do not match the ethos of the United Church of Canada.
4. The Church may not be available depending on church requirements or activities.
5. Occasional renters' use must not conflict with church or long-term/permanent renters needs.
6. Renters must not be intrusive to church activities or to other renters and as such, if a renter's activity may negatively affect other facility uses, the application will be denied - e.g. loud music, requiring fixed facilities, requiring open access that may impact the security of other users.
7. SAUC does not provide security services; renters will have to provide their own if required.
8. SAUC will not provide structural changes, upgrading of utilities or ventilation systems or special cooking facilities for occasional renters and reserves the right to determine if such is appropriate for long-term/permanent renters.
9. The office administrator will consult with other staff members and, if required, Council members, when questions arise relating to the scheduling or suitability of a rental application.
10. Trustees must be consulted before entering into a long-term permanent rental agreement, however the decision on whether to rent the space rests with the Council.

11. Council approval is required for any special request beyond the rental agreement samples and fee schedule except in the following circumstances:
- i. The Minister or the Council Chair in the Minister's absence, can approve reductions in the posted rental fee up to and including \$75/ per event for extenuating benevolent reasons and/or as per the Benevolent Fund Guidelines. Otherwise the rental fees stand as posted.
 - ii. The Office Administrator can refund rental fees paid or defer paid rental fees for future rentals only if the office is contacted 10 days prior to the date of the cancelled rental. Otherwise, a refund or deferment will not be granted.
 - iii. Refunds of \$50 or less can be approved by the Finance Committee. Refunds will only be approved or offered if there has been a significant burden placed on the renter (e.g. the rented space is not ready for the renter's activity or not in the condition as promised). A refund will not be issued if the renter is provided with an alternative space that meets their requirements as determined by the Office Administrator.

Rental Application Process

12. Rental applications are begun by contacting St. Andrew's United Church office administrator during regular business hours at office.cochraneunited@gmail.com or at 403-932-2585.
13. The office administrator will determine availability of space, conduct a tour if requested, and complete the specifics of the rental including a determination of fees being charged.
14. Access to and return of keys for the building is arranged by the renter with the office administrator.
15. Priority will be given to church functions including funerals, funeral lunches, weddings, choir rehearsals and to long-term/permanent users.
16. The renter will be required to sign a rental agreement and provide the rental fee one week prior to the event.

Insurance

17. All renters shall have a minimum of \$2 million liability insurance and shall add St. Andrew's United Church as an additional insured under their own liability policy at their own expense. Renters requiring further coverage or special coverage will be required to purchase that coverage at their own expense.

Set-Up/Clean-up

18. Renters are responsible for all basic set-up and clean-up such as stacking chairs and tables, shutting off lights, garbage removal, equipment and furniture placement, window closures and lockup. The basic rule is: leave the facilities as they were found. In addition, there is a schematic in the main level hall showing how tables and chairs should be left after each use.
19. A \$60.00 non-refundable clean-up surcharge may be added to one-off special event/occasional rentals. The intention of the fee is to help cover the additional cleaning fees that are incurred after such events. Guidelines for applying the fee are as follows:

- i. This fee is intended for non-SAUC related rentals – one-off events; it does not apply to church events (which don't pay rent) or those that sign a long-term or permanent rental agreement. (E.g. exercise classes, art clubs etc.)
- ii. This is a fee; not a deposit and will not be refunded.
- iii. Examples of functions where the fee may apply – weddings, bazaars, teas, private functions such as large parties - functions where the public are coming and going and using the washrooms.

Damage

21. Renters are responsible for the supervision and actions of the individuals involved in their group's event.
22. The renter will be responsible for the costs to repair or replace any damaged or lost property as a result of their event.
23. Long-term permanent renters of spaces dedicated to their use alone, are expected to conduct minor maintenance at their own expense. Examples include but are not limited to polishing floors, changing light bulbs, fixing leaking faucets, etc.
24. Any renovations to a space, including painting, require prior written approval by SAUC.

Equipment Rental

25. Catering equipment/dishes/linen and main level tables/chairs etc. will not be rented for use outside of the building.
26. In the case of other equipment e.g. chairs, lower level PVC and wood tables, music stands etc., special arrangements can be made by identifying a need to the office administrator.
27. Priority use of this equipment will remain with church functions and events.
28. Good stewardship in the use of this equipment is to be exercised at all times.
29. The cost of this equipment will be the responsibility of the renter should damage or losses occur.

WIFI Access

29. Access to the St Andrew's network is available to community groups or outside rentals upon request.

Catering

30. Kitchen rental fees will not be charged if SAUC is catering the event.
 - i. SAUC reserves the right to refuse a catering event.
 - ii. SAUC reserves the right to set fees for catering, dependent on market availability of specifically requested food items.
 - iii. SAUC will provide a written catering estimate if requested.
31. Kitchen rental fees apply in the event the renter chooses a private caterer or does food preparation independently.
 - i. All food preparation supplies are the express responsibility of the renter.

- ii. It is the express responsibility of the renter to prepare all foods/meals in a safe manner, meeting all the applicable food preparation guides.
- iii. Kitchen and equipment is included in the rental fee. Cleaning of any kitchen equipment used is the express responsibility of the renter.
- iv. Cleanup of the kitchen is the express responsibility of the renter or private caterer.
- v. For events where meals are being prepared and dishwasher operation is required, orientation to dishwasher operation will be necessary if renter has no previous experience with this equipment. Arrangements can be made for this through the office administrator.
- vi. As a point of clarification, any use of kitchen wares or equipment, including dishes or use of the dishwasher, ovens etc., triggers the full rental fee. Fee for coffee/tea includes the use of urns and tea pots only.

Fees

32. Rental fees will be charged as per the attached schedule.

- i. As a point of clarification, the sanctuary, nursery youth room and small meeting room will not be rented out for less than the number of hours indicated on rate schedule. Thus the application of the flat rates for up to 4 hours use for the sanctuary and 3 hours use for the other rooms.
- ii. Multi-day, multi-room one-off events other than weddings and funerals, will be quoted as an all-in single fee that takes into consideration the fee rates for the various spaces, equipment and services that may be accessed.

33. A deposit of \$100.00 may be required. The deposit will be refundable up to 30 days prior to the event.

34. A cash-only key deposit will be required for all occasional rentals. Long term/permanent renters will not be charged a key deposit.

35. Fee payment will be due a week prior to the event or at time of booking if booking is less than a week from the event.

36. Renters will be charged any bank fees related to NSF or returned cheques.

37. In the event that special requirements or upgrades (e.g. electrical) are approved, appropriate notice is required and additional fees will be charged to the renter.

38. Congregation members are required to pay fees for private functions such as anniversaries and personal interest groups.

39. The Ministry staff reserve the right to adjust or withdraw personal fees for weddings and funerals. Rental fees for space or equipment may be reduced or waived by the ministry staff in circumstances where inability to pay is demonstrated.

Prohibitions

40. Activities must adhere to the policies of the United Church including no alcohol and no gambling of any sort.

41. Smoking is not allowed on the premises or within 5m (16.5ft) of any entrance or exit of the facility in accordance with the Town of Cochrane Smoking By-law -09-2017.
42. The use of cannabis, unless for medical purposes, is not allowed on the premises, in accordance with the Town of Cochrane By Law 29/2018.
43. Pets are not allowed on the premises unless service dog assistance is required.

Security

44. The doors shall be monitored or locked at all times. In addition, users should refrain from letting anyone unknown to the event into the building.

Termination

45. Either party to a rental contract can terminate the agreement with 60 days written notice.

Guideline Review

46. Finance Committee shall conduct a cursory review of the rental fees and guidelines by April of each year making minor adjustments if required. Every 5th year a more in depth review of both will be required including a financial review to ensure that rents are in line with costs and that the rents remain in line with other similar facilities in the community.

St. Andrew's United Church, Cochrane

Rental Fee Schedule

Room/Event	Size	# People/use	Rate as of June 2017
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MAIN FLOOR

Main Hall (also referred to as the 'Hall')	48' x 29' (1407ft ² /131m ²)	Seating for 138 using chairs and tables; seating for 178 using just chairs	\$30.00 per hour
Kitchen	22' x 17' (360ft ² /33m ²)	n/a	Full privileges:-----\$50.00 Coffee/tea (urns & pots only)-----\$25.00
Kitchen with Hall			Hall rate + applicable Kitchen rate
Sanctuary, including Chancel	63' x 39' (2476ft ² /230m ²)	Seating for 162 people; official capacity is 192.	Weddings: -----See Below Funerals: -----See Below Recitals: -----\$140.00 Other Events:-----\$140.00 flat rate for up to 4 hours use; \$35.00/hr for each additional hour.
Nursery	18' x 17' (300ft ² /28m ²)	Rent for nursery use only; must be supervised	\$30.00 flat rate for up to 3 hours use; \$15.00/hr. for each additional hour.

LOWER LEVEL

Basement Hall	50' x 25' (1247ft ² /116m ²)		\$25.00/hour
Youth Room	23' x 17' (387ft ² /36m ²)	Casual seating for 15 using existing couches, contains TV, microwave and sink	\$30.00 flat rate for up to 3 hours use; \$15.00/hr. for each additional hour
Small Meeting Room	12' x 13' (160ft ² /14.9m ²)	Seating at table for up to 10 persons	\$20.00 flat rate for up to 3 hours use; \$10.00/hr. for each additional hour

SERVICE RATES

Key Deposit	n/a	n/a	Cash Deposit-----\$10.00
Cleaning Fee	n/a	n/a	If required-----\$60.00
Weddings* *Weddings require a \$100.00 deposit upon booking	n/a	n/a	Sanctuary----- \$300.00 Minister:----- \$250.00 Music Director:----- \$150.00 Soloist:----- \$ 80.00 <i>Hall and kitchen rental for receptions at extra charge. See rates above.</i>
Funerals	n/a	n/a	Sanctuary -----\$125.00 Hall (tea) -----\$50.00 Catering (Tea)-----min \$5.00/person* Minister: -----\$200.00 Music Director:----- \$130.00 Soloist: ----- \$ 80.00 <i>No charge for overflow of sanctuary. *Subject to change depending on menu choices; contact office administrator for more details.</i>