

ERB STREET MENNONITE CHURCH FACILITY RENTAL/USE POLICIES

From our Vision Statement

Erb Street Mennonite Church is a welcoming and inclusive community of diverse persons each contributing uniquely to our common purpose of following Jesus Christ.

Principles Concerning Facility Use/Rental

We have a duty to use our resources as effectively and efficiently as is reasonably possible. We will not permit our facilities to be used at any time for purposes that contradict our own charitable purposes.

Booking Policy

1. We want these facilities to be used as much as possible, but ministry and programmes of the Erb Street Mennonite Church (ESMC) take precedence in building use, then functions planned by members of the church, and thirdly bookings by outside groups.
2. Apart from this, bookings shall be on a first-come first-serve basis. We expect that in cases where two church groups need facilities at the same time there will be flexibility and co-operation.
3. A congregational emergency gathering (i.e. funeral) will take priority over existing bookings if necessary.
4. Bookings may be made up to six months in advance, although weddings and Mennonite Central Committee (MCC) and Mennonite Church Eastern Canada (MCEC) events may be booked further ahead of the required date. Again, bookings from ESMC members and adherents should be considered first.
5. Saturday rentals may be restricted.
6. On-going or regular rentals should be booked for only 3-4 months at a time, with the arrangement reviewable after this.
7. Facilities are available from 8:00 a.m. to 10:00 p.m.
8. Bookings are made through the administrative secretary. They are approved internally in consultation with a pastor and/or council for significant commitments.
9. A refundable Security Deposit is required at time of booking. In case of cancellation without 72 hours notice, \$25 will be deducted from the refund given.
10. All outside renters must provide a Certificate of Liability Insurance for bodily injury and property damage (Minimum \$2,000,000). Insurance can be purchased in consultation with our Church Office.

General Use Guidelines

1. We appreciate the co-operation of all groups using this facility in keeping it in good condition for all of us. ***In other words, please leave this building in the same condition in which you found it.***
2. Please immediately report any breakage or damage to the Church Office so we can keep equipment and facilities in good operating condition.
3. The church is a **scent-free space**. Ensure that **all your attendees avoid fragrances** and colognes when attending.
4. Those using the kitchen area will need to be familiar with the *Kitchen Use Policy* which is available from the office and is also posted in the kitchen.
5. If Sound System is used, an approved operator must be used.
6. Smoking must be outside the building and butts placed in containers provided.
7. Gambling, alcoholic beverages, illegal drugs and foul language are not allowed in church facilities and on the church property.
8. Pets are not allowed inside the building--except for service animals.
9. Please supervise your children and do not allow them to run free through the various rooms and sanctuary.
10. Food must be consumed only in the Fellowship Hall. Thank you for not taking food or drinks into the foyer or sanctuary (except for water).

11. No equipment or furnishings in ESMC are to be removed from the building for personal use. If equipment or furnishings are needed off-site for church-related activities, approval must be obtained from the Administrative Office, and items signed out and back in.
12. Church office equipment is for church use only.
13. All groups using the building are responsible for any damage to the building or loss or damage to its contents.
14. Open flames such as unprotected candles are not to be used in this facility.
15. Please note that rice, confetti, or other such celebratory substances are not to be used on the premises.
16. Decorations and other materials should not be placed on walls without permission, as many of these things may leave marks or remove coatings. Use stick tack or Command Hooks only – not tape – to attach anything to the walls.

RENTAL FEES

1. **Fellowship Hall Rental**
 - ★ \$100.00 per day
2. **Kitchen Rental**
 - ★ \$100.00 per day for full use (with dishwasher)
 - ★ \$25.00 per day for serve only (counter, fridge, and sinks only) no dishes or other equipment
3. **Sanctuary Rental**
 - ★ \$100.00 per day
4. **Meeting Room**
 - ★ \$25.00 per day
5. **Other Fees**
 - a) **Refundable Security Deposit** - \$100.00 cheque (for all rentals)
 - b) **Key Holder Fee** - \$50.00 for 2 hour minimum. A key holder will open and close the church facilities. \$25.00 for each additional hour.
 - c) **Kitchen Supervisor Fee** - \$50.00 for 2 hour minimum. \$25 for each additional hour.
 - d) **Sound System Operator Fee** - \$50.00 for 2 hour minimum. \$25 for each additional hour.
 - e) **Additional Cleaning** - \$50.00 for 2 hour minimum. \$25 for each additional hour.
6. **Note:**
 - a) Weddings and funerals of church members and adherents of Erb Street Mennonite Church should be considered **church events**, with no fee required for the use of the sanctuary. Outside weddings would be charged the fees listed for rental of the sanctuary.
 - b) A flat fee of \$100.00 should apply for Open Houses, including use of the kitchen.
 - c) Church groups such as MCEC, Mennonite Church Canada, Shalom Counselling Services or MCC will not be charged the rental fee; however, they will be charged for Sound System Operator if required, Key Holder if applicable and may be charged a clean-up fee to recover costs.
 - d) In case of circumstances beyond Erb Street Mennonite Church control (i.e. power outage) the rental group would be responsible for extra costs incurred to carry on with their function.
 - e) The church foyer is not considered a rental space.

Erb Street Mennonite Church

Rental Policy FAQ's (Frequently Asked Questions)

1. *Why can't we just give a donation when we use the church?*

Revenue Canada does **not** regard fees paid for the use of the church as donations. Nor will they knowingly authorize receipts for charitable purposes if they are given for services rendered, such as the rental of a building. In order for a donation to qualify for a charitable receipt for tax purposes, you must not receive a direct benefit as an individual as a result of paying the money. Legal advice warns that it is prudent to comply with the laws regarding charitable organizations.

2. *Why can't there be a lower rate for members compared to non-members?*

According to legal counsel, allowing members to pay less than non-members would mean that members were getting a financial benefit from being members, which could call into question the validity of charitable receipts issued to members. Therefore all facility rentals must be treated the same. (Exception: weddings and funerals of members are considered a part of religious practices of our church.)

3. *Do Erb Street members need "proof of insurance" to book church facilities?*

No, they do not. If Erb Street members book part of the church for an event-even if there are non-members as part of the group – our church insurance coverage remains in effect. However, all "outside" people and groups renting the church must provide proof of insurance. Most organizations have existing coverage which covers them wherever they are. Those who do not will need to purchase event insurance for the occasion.

<p style="text-align: center;">Erb Street Mennonite Church Kitchen Use Policy</p>
--

Welcome to Erb Street Mennonite Church Kitchen. We hope you enjoy yourself!

1. If you are using Church dishes and supplies, they can be found in cupboards as marked. Please use your own disposable supplies unless permission has been obtained from the contact person.
2. You must supply your own tea towels and tablecloths.
3. Before leaving, check refrigerators for any left over food items and take them with you. Also ensure that the refrigerator door and freezer compartment are closed. Also check to ensure that the ovens and stoves are turned off.
4. Before leaving, ensure that the kitchen-pass through window and kitchen doors are closed.
5. Please use the recycle bins located in stairwell off the south end of the fellowship hall.
6. Green bin contents should be removed and taken off site.
7. Any garbage should be removed and taken off site by the group using the kitchen.
8. Please report any broken dishes, etc. to contact person.
9. Only trained persons will be allowed to operate the dishwasher.
10. Kitchen equipment does not leave the premises for non-church events or for personal use. If using kitchen equipment for a church event please call the contact person to reserve.
11. We would ask that ALL users be respectful of those people who may use the kitchen facilities after you.
Please clean up!

Contact Person: Church Office

ERB STREET MENNONITE CHURCH Weekly/Monthly Rental Agreement Form

Name: _____ Organization: _____

Address: _____

Phone: _____ (Res) _____ (Bus)

Cell P hone: _____ Email: _____

Details of Rental	Facilities /Equipment Required	Fee
Frequency of rental: _____	Sanctuary	_____
Weekday(s): _____	Fellowship Hall	_____
Start Date: _____	Kitchen (full use)	_____
End Date: _____	Kitchen (serve only)	_____
Type of Function: _____	Meeting Room	_____
Time Rental Begins: _____	Other (specify) _____	_____
Time Rental Ends: _____	Key Holder	_____
Proof of Liability Insurance: Yes _____ N/A _____ (If ESMC member: N/A)	Kitchen Supervisor	_____
Notes: _____	Sound System Operator	_____
_____	Microphones: _____	
_____	Stands: _____	
_____	Other: _____	
_____	Total Fee: _____	
	Weekly: _____ Monthly: _____	

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I further agree that the church property will be used in accordance with the rental policy, which I have read and agree to comply with all requirements. I also agree to hold harmless Erb Street Mennonite Church from any action or claim being brought against it as a result of the use of the church facilities and property.

Signed: _____ Date: _____

Office Use Only

Custodial Services Booked: _____	Key Holder Booked: _____	Total Rental Cost: _____
Sound Technician Booked: _____	Booked on Calendar: _____	Deposit Paid: _____
Kitchen Supervisor Booked: _____	Key Issued: _____ Key Returned: _____	Balance Paid: _____

Distribution: Rental _____ Office _____ Treasurer _____ Property & Facilities Chair _____

ERB STREET MENNONITE CHURCH
Rental Agreement Form (One Time Event)

Name: _____ Organization: _____

Address: _____

Phone: _____ (Res) _____ (Bus)

Cell P hone: _____ Email: _____

Details of Rental	Facilities /Equipment Required	Fee
Date of rental: _____	Sanctuary	_____
Type of function: _____	Fellowship Hall	_____
Time Function Begins: _____	Kitchen (full use)	_____
Time Function Ends: _____	Kitchen (serve only)	_____
If Wedding:	Meeting Room	_____
Pastor: _____ booked: _____	Other (specify) _____	_____
Reception location: _____	Key Holder	_____
Date & time of set up: _____	Kitchen Supervisor	_____
Date & time of rehearsal: _____	Sound System Operator	_____
Proof of Liability Insurance: Yes _____ N/A _____ (If ESMC member: N/A)	Microphones: _____	_____
Notes: _____	Stands: _____	_____
_____	Other: _____	_____
_____	Total Fee:	_____

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I further agree that the church property will be used in accordance with the rental policy, which I have read and agree to comply with all requirements. I also agree to hold harmless Erb Street Mennonite Church from any action or claim being brought against it as a result of the use of the church facilities and property.

Signed: _____ Date: _____

Office Use Only

Custodial Services Booked: _____	Key Holder Booked: _____	Total Rental Cost: _____
Sound Technician Booked: _____	Booked on Calendar: _____	Deposit Paid: _____
Kitchen Supervisor Booked: _____	Key Issued: _____ Key Returned: _____	Balance Paid: _____

Distribution: Rental _____ Office _____ Treasurer _____ Property & Facilities Chair _____