

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 church office. 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. All groups using the building are responsible for damage to the building or its contents that happens because of your rental. Please immediately report to the church office any breakage or damage. Unreported issues may incur a surcharge.
3. Note that exterior doors must **not be propped** open. Ask to be taught how to unlock a door. Given that you are responsible for what happens at the church, all **unlocked doors should be monitored** while they are unlocked.
4. You are responsible for knowing and passing on the attached Instructions to Occupants on Fire Procedure to your attendees.
5. The church is a **scent-free space**. Ensure that **all your attendees avoid fragrances** and colognes when attending.
6. 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.
7. If the sound system is used, an approved operator must be used.
8. Smoking must be outside the building and butts placed in containers provided.
9. Gambling, alcoholic beverages, illegal drugs and foul language are not allowed in church facilities and on the church property.
10. Pets are not allowed inside the building---except for service animals.

11. Please supervise your children and do not allow them to run free through the various rooms and sanctuary.
12. 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).
13. 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 Church Office, and items signed out and back in.
14. Church office equipment is for church use only.
15. Open flames such as unprotected candles are not to be used in this facility.
16. Please note that rice, confetti, or other such celebratory substances are not to be used on the premises.
17. 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.

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. Projector or sound system without operator

- ★ \$10.00 per day

6. 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.

7. Note:

- a) Wedding ceremonies and funerals of church members and adherents of Erb Street Mennonite Church should be considered **church events**, with no fee required. Wedding receptions are charged. Outside weddings would be charged.
- b) A flat fee of \$100.00 should apply for celebratory events open to the church, including use of the kitchen.
- c) Mennonite 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.

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURE

If the fire is in your area or you hear the fire alarm:

- Leave the fire area.
- Close all doors behind you.
- Activate the fire alarm using the nearest fire alarm pull station.
- Leave building and then call the fire department (911) giving details.
- **NEVER ASSUME THIS HAS BEEN DONE.**

When Evacuating:

- Be prepared to encounter heavy smoke and heat in your evacuation. If time allows, put on shoes and a heavy coat in winter for protection. Cover nose and mouth with cloth, preferably wet.
- Test the tops of all doors before opening. If the top of the door or the knob feels hot, deadly heat and gases under considerable pressure have already filled the corridor. Even if the door is cool, be prepared. Brace yourself against the door and open it a crack. If you feel air pressure or a hot draft, close the door quickly. Find an alternate exit.
- If the corridor is clear, close all doors behind you and leave the building via the nearest exit.
- If you encounter smoke or fire in your route, use an alternate exit. If an alternate exit cannot be reached safely, either return to your original area or find an alternate exit.

YOU MUST DECIDE WHICH IS THE SAFEST CHOICE IN EACH SITUATION.
IF YOU ARE REQUIRED TO STAY IN YOUR AREA DUE TO SMOKE AND /
OR HEAT, CALL THE FIRE DEPARTMENT (911) GIVING YOUR LOCATION .

- A closed door can provide good protection against smoke and fire. Use wet towels or clothing to seal cracks, etc.
- Move to the perimeter of rooms, opening a window to help indicate your location by waving a blanket, towel or clothing out the window.
- If smoke enters the room, crouch low. Remember heat and gases rise.
- Wait to be rescued.

NOTE: If you are physically unable to evacuate, remain in your area and call the Fire Department (911), giving your location.