

BUILDING USE GUIDELINES

(May, 2012)

Conditions and requirements for users of the building and facilities of Eastminster United Church

It is the policy of Eastminster United Church to share its facilities and resources with other community organizations and service agencies. These Guidelines have been developed to ensure reasonable access and fairness for all users of the church building.

1. **AUTHORITY**

Final authority regarding the use of Eastminster Church's building and facilities belongs to the Church Council of the congregation. Church staff may, at their discretion and in accordance with policies approved by the Church Council, allow access to the building and use of the church's facilities to non-church applicants.

After confirmation of a building use agreement, the congregation's contact person is the Property Superintendent who is authorized by the Church Council to act on its behalf. The church building is under the supervision of the Property Superintendent (or his/her designate) who is responsible to see that the building is left in proper condition and that these guidelines have been followed.

2. **AVAILABILITY**

Use of the church building and facilities is limited to those organizations and groups whose non-profit activities are in accordance with the purpose and principles of Eastminster United Church. If church staff is unsure whether an applicant meets the requirements of these guidelines, the application will be referred to the Standing Committee on Property. If an application for building use is rejected, the applicant may appeal the decision of staff or the Standing Committee on Property to the Church Council, c/o its chairperson.

The Church Council reserves the right to deny the privilege of building use at its discretion.

The Church Council reserves the right to cancel any Building Use Agreement if the terms of these guidelines are not met.

The facilities may be used only on the dates and hours, and in the space(s), specified in the confirmed Building Use Agreement and for the purposes specified in the application. The building must be vacated by the time shown on the Notice of Confirmation which shall not be later than 9:30pm, the normal lock-up time for the building, unless prior permission has been granted.

Use of the church building and facilities, including equipment, is restricted to the specifics of the Building Use Agreement. The Property Superintendent is not authorized to permit any use of facilities or equipment that is not named in the confirmed Building Use Agreement.

3. **BOOKING**

Arrangements for use of church facilities must be made by contact with the Church Office (969-5212). The office staff maintains a complete schedule of building use. Bookings will be made on a 'first come' basis, with the possibility of negotiations with others booked earlier. Priority will always be given to activities/events recorded on the Building Use Schedule.

In the event of an unscheduled 'priority' congregational event (e.g. a funeral) the office staff will endeavour to make alternate arrangements with scheduled users of the facilities.

When a booking is approved, a Notice of Confirmation is issued to the group contact person by the church staff. The booking is not guaranteed until the Notice Of Confirmation has been received.

4. **RESPONSIBILITIES OF USER GROUPS**

Each user group must appoint ONE person who will be the contact with the church regarding the Building Use Agreement. If there is a change in the contact person, the user group will notify the church office immediately.

It is the responsibility of the user group's Contact Person to ensure:

- that all organizers and leaders of the event know and understand the terms and requirements of the Building Use Agreement;
- that all persons attending the event comply with the conditions of these Guidelines. If the standard of supervision is not of an acceptable nature the privilege of building use may be revoked;
- that the user group has access to the church building for the event (special arrangements must be made for weekends, statutory holidays and summer weekdays after 1:00 pm).

All activities involving children and youth must have adequate adult supervision.

It is the responsibility of each user group to adhere to the times and areas of the building named in the confirmed Building Use Agreement.

The user group is responsible to pay for all damages and/or loss of church property which may result from its activities. Any damage or other problem with the building or any of its facilities should be reported IMMEDIATELY to the Property Superintendent.

With the exception of the sanctuary, user groups are responsible for the set-up of their own events. The Property Superintendent may be employed by non-church groups to provide set-up of furnishings and equipment at the hourly rate established by the Board.

Unless otherwise stipulated, user groups are responsible for:

- replacing all furnishings and restoring the space to the arrangement in which it was found;
- turning off all lights, closing windows and leaving the building in the condition in which it was found;
- sorting and disposing of all refuse.

Additional requirements apply to those who use the main kitchen. Those guidelines are available on request.

4.i. **ACTION REQUIRED IN THE EVENT OF POWER OUTAGES OR FIRE**

4.i.a ***In the event of power outage***, emergency lighting will automatically be activated and provide limited lighting for up to one half-hour. It is therefore essential that, should the power outage continue for more than a few minutes, all occupants should begin to vacate the building while the emergency lighting is available.

It is the responsibility of the user group to assist those with mobility, sight or other challenges which may cause them to require support.

If someone is stuck in the elevator or for any other elevator emergency first call the Property Superintendent at **613-968-8287**.

Responsibility for providing leadership in the event of a power outage belongs to the person designated 'Supervision' in the *Building Use Agreement*.

4.1.b ***In the event of fire, immediately call 911.***

Tell the 911 Operator that the fire is at Eastminster United Church on Bridge Street East at Herchimer Avenue. As well, describe the approximate location of the fire within the building and the number of people who may require assistance.

Close all doors. If a knowledgeable person is available, and it is deemed safe to do so, he/she should use a fire extinguisher to control the fire. All others will proceed to immediately evacuate the building by the nearest designated exit. Note that, unless there is evidence of fire or smoke, the normal emergency exits are posted near the doorway of each room. For example, evacuation of the large auditorium is by the South East stairway (located immediately east of the main kitchen).

Do **not** use the elevator.

Upon arrival of the Fire Department officials, provide all information requested by them and cooperate fully with them. No one may re-enter the building until it is authorized by the Fire Department officials as well as a representative of Eastminster United Church who has been given clearance to do so.

5. **DISTRIBUTION OF KEYS**

Keys are distributed to groups or persons for valid reasons. Receiving a key on loan is a privilege, not a right. The key must be signed for when receiving the same. For security purposes, persons issued a key are to retain it and use it with the same care as they would for their own house key.

If you are the only occupant of the building, the doors are to be locked after members of your group have entered.

Church keys are not to be copied. Should a key be lost, it is to be reported to church staff. There is a replacement fee of ten dollars for lost keys.

6. **LIABILITY**

User groups are required to indemnify and save harmless Eastminster United Church from any claim whatsoever by, or in respect of, any persons or personal property.

Non-church users are advised that they and those who attend their activities are not covered by the church's liability insurance and that they are therefore responsible to provide for their own liability protection.

It is a requirement of the church's insurer that all non-church users provide a certificate of liability specifying your own liability coverage. This requirement does not apply to groups and programs which are deemed by the Church Council to be extensions of the congregation's ministry.

7. **USE OF THE SANCTUARY OR THE McDOWELL CHAPEL**

Additional guidelines apply to use of the sanctuary and chapel. The use of these spaces is at the discretion of the Standing Committee on Worship.

Use of the sanctuary requires access to systems by qualified operators. Users may hire church staff to provide this access, or appoint volunteers who are willing to be trained. It is the responsibility of the Property Superintendent to determine if volunteers are competent.

Set-up of the sanctuary is the responsibility of the Property Superintendent. If changes in the seating arrangement are required, arrangements must be made with the Property Superintendent at the time of booking. The user group may be required to pay for staff time required for set-up and break-down.

8. **CHARGES**

Although the church does not charge 'fees' for building use, non-church users are asked to share the cost of maintaining the building by making a donation to Eastminster United Church in accordance with the nature of the event or program and the user's financial resources. Receipts for these donations are available on request.

When the services of the Property Superintendent or other church staff are requested or required, the fee is:

\$ 15 per hour.

For events open to the public (e.g. concerts), to ensure adequate security and supervision, a church-appointed supervisor is required for the full time specified in the Building Use Agreement and must be paid by the user group at the church's hourly rate.

A service charge of \$5 per event is levied for the use of each piece of church equipment.

The above payments are in addition to any donation that is made for building use and should be made no later than one week following the event.

9. **RESTRICTIONS**

The following restrictions apply to all groups and/or persons using facilities:

SMOKING is prohibited inside the building. The designated outside smoking area is on the north side of the building and is accessible from all levels by the northwest stairwell.

ALCOHOLIC BEVERAGES are prohibited on the premises.

At no time shall the use of CONFETTI be allowed in the church building or on the church grounds.

FOOD AND DRINK (except water) are prohibited in the sanctuary and the chapel.

Drinks containing ORANGE or RED DYE (e.g. McDonalds orange drink) may NOT be used in the building.

Candles may only be used in secure glass containers.

Other restrictions may be imposed by the Board. Such restrictions will be noted on the Notice Of Confirmation.

12. **USE OF LARGE AUDITORIUM**

Persons or groups using the Large Auditorium must read and adhere to the guidelines on 'Care and Use of Large Auditorium'.

13. **INTERNET ACCESS**

Wireless internet is normally available in the building but is password protected. The password is available on request from church staff for authorized building users.

14. **AGREEMENT**

It is understood that the user group accepts these Guidelines as a condition of building use, and shall provide a signed copy of the Building Use Agreement.

15. **CONFIRMATION**

When the application for building use has been processed, it will be returned to the applicant with the signed Notice of Confirmation. Any conditions or restrictions will be discussed in the Notice of Confirmation and will be deemed terms of the Building Use Agreement.