

Policy Handbook
Gaetz Memorial United Church
Building Use and Rental Policy 01-2005
 Effective Date: April 01, 2005 (Revised April 25, 2006)

- 1) Booking:**
- a) All groups wishing to use the church building will arrange for appropriate time and space by contacting the church office.
 - b) Emergent ministry needs of the church (i.e. funerals) may pre-empt previous bookings. Efforts will be made to try and accommodate the group's needs.
 - c) User Groups must be authorized, and are required to sign a Rental /Use of Building Facilities Agreement, the document for which must be the current/latest approved Official Board of Gaetz United Church issue.
 - d) The base Rental fee must be paid 5 days in advance of the event/use. Renters/Users of a frequent and recurring (once or more per month) nature, will be administered via a Periodic Tenancy document.
 - e) A Damage Deposit is payable 5 days in advance of the event, as covered by the Rental/Use of Building Facilities Agreement.
 - f) Special needs, such as tables, chairs, wheelchair access, sound system, etc. need to be outlined on the Rental/Use of Building Facilities Agreement.
 - g) Any equipment/chattels utilized, are NOT to leave the Church Premises.
 - h) No part of the Church facilities is "Rented Out" for non-Gaetz wedding ceremonies.
 - i) As situations warrant, special fees will be charged for use of sound services, janitorial services, AV equipment and security.
- 2) Fee Policy:**
- a) United Church groups may use the building free of charge.
 - b) There is no established fee for the use of the church building for funerals, where the deceased maintained membership of the United Church; or the deceased's immediate family is/are current members.
 - c) The Church co-operates with Special Fee Arrangements through the Memorial Society, and other non-profit funeral planners
 - d) Non-United Church groups shall be subject to the then current fee schedule.
 - e) Rental Fees are subject to a 3 (Three) hour minimum, plus an hourly rate thereafter
 - f) As situations warrant, special/additional fees will be applied for janitorial and security services.
 - g) Special Situation requests (all Not covered herein), must receive approval of the Church Board of Directors, or its delegated authority.
- 3) Sanctuary:** (Capacity – 500 Main Floor, plus 200 in Balcony)
- a) The fee is \$250.00 initial charge (3 hours), Plus \$100.00 per hour thereafter (with or without the pipe organ), including rehearsal times; Plus Security.
 - b) If the sound system is required an honorarium of \$25.00 for the first hour plus \$20.00 for each subsequent hour, for the operator, is suggested.

4) Pioneer Hall: (Capacity – Table Sittings – 200 to 230; Auditorium Style – 300 to 350)

a) The fee is \$160.00 initial charge (3 hours), Plus \$30.00 per hour thereafter; Plus Security. Special daily or multiple consecutive days may be applied for, to the Official Board of Gaetz United Church or its delegated authority. Capacity is limited to above.

5) Gymnasium/Auditorium: (Capacity – Table Sittings 200 to 230; Auditorium Style – 300 to 350)

a) The fee is \$160.00 initial charge (3 hours), Plus \$30.00 per hour thereafter; Plus Security. Special daily or multiple consecutive days may be applied for, to the Official Board of Gaetz United Church or its delegated authority. Note: The Stage is not fire retardant, and use of extensive heat generating lighting and equipment is Prohibited. Capacity is limited to above.

6) Church Parlour: (Capacity – 30 to 40)

a) The fee is \$50.00 initial charge (3 hours), plus \$25.00 per hour thereafter, Plus Security.

7) Kindergarten Room: (Capacity – 40 to 50)

a) The fee is \$40.00 initial charge (3 hours), Plus \$20.00 per hour thereafter; Plus Security.

8) Sunday School Rooms: (Capacity – to 30 per room average)

a) The fee is \$30.00 initial charge (3 hours), Plus \$15.00 per hour thereafter, Plus Security, per room.

9) Kitchen: Use of the Kitchen (Major Appliances and Food Preparation/Serving) must ensure compliance by many external Regulatory entities – municipal, provincial and federal; as well as the Fire and Health Regulations governing such use. At Minimum, must be the User/Renter providing own Liability Insurance and a Supervisory individual who possesses the necessary Qualifications as determined by the appropriate Regulatory Authorities.

a) The fee is \$250.00 per function, plus an additional \$250.00 Damage Deposit; and includes the use of the Major and Minor appliances on site, dishes, towels, table cloths, cutlery, and miscellaneous utensils considered appropriate in the renting of such facility. No additional appliances – electrical or otherwise, other than cooking type appliances supplied by the church, are permitted. Used table cloths, dishcloths, towels and the like are to be placed in the Laundry Basket, prior to vacating.

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Funeral Luncheons

- 1) Arrangements:
 - a) Any groups wishing to have a funeral luncheon in the church will make arrangements with the United Church Women (UCW).

- 2) Fees:

a) Light Snack	\$ 3.50 per person
b) Full Lunch	\$ 5.00 per person

- 3) **The UCW, at its sole discretion, will apply rates deemed appropriate to each individual circumstance; the rates for which may change from time to time, depending on costs associated with the obtaining of food items, and other circumstances.** The above figures would be considered an appropriate amount, under normal circumstances, at time of developing this policy.

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Pipe Organ Use

- 1) Booking: a) Any person wishing to use the church's Pipe Organ will make arrangements with the church's Music Director.
- 2) Time: a) The Pipe Organ may only be used when appropriate supervision is available.
- 3) Fees: a) Fees are established as warranted through the Music Director.

b) There is No Charge for the supply of the Organ itself for Church Members. The Music Director/Supervisor may require a fee, and costs for Security if/as necessary will be applied using the then current schedule.

c) Non-members of the Church, will be charged a fee of \$15.00 per hour, plus the Music Director/Supervisor and Security, as per (b) above.

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Weddings

1) General Fees:

a) Couples are expected to pay an all-inclusive fee of \$600.00 (reduced to \$400.00 when the couple or one of their immediate family members are current financial supporters of Gaetz Memorial United Church).

b) A Deposit of \$200.00 (included in above amount) is payable immediately upon Booking the facility. The remainder is payable not later than 5 days prior to the event. A refund of \$100.00 will be returned if the wedding is cancelled, not later than 30 days prior to the booked date.

2) Optional Fees:

a) Church Arranged Soloist -	\$35.00
b) Wedding Bulletins (per 100) -	\$45.00
c) Brass Candelabras (2) -	\$30.00
d) Wall Candelabras (8) -	\$30.00

3) Fee Distribution:

	Normal Fee	“Member” Fee
Church	\$335.00	\$135.00
Minister	\$120.00	\$120.00
Organist	\$ 90.00	\$ 90.00
Sound Operator	\$ 25.00	\$ 25.00
Custodian	<u>\$ 30.00</u>	<u>\$ 30.00</u>
	\$600.00	\$400.00

4) Very Small Weddings:

a) For weddings with fewer than 20 guests, the fee is \$200.00, where \$120.00 will be distributed to the Minister and \$80.00 will be kept by the Church to cover costs.

b) It is expected that these weddings will be held in the Chapel with no need for amplified sound.

c) If the Church Organist is requested, an additional fee of \$90.00, for the Organist is required.

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Weddings

Pre-Wedding:

1) Ceremony:

- a) Gaetz Memorial United Church welcomes all couples who desire a Christian marriage ceremony to be performed by a member of the Ministry Staff in which the blessing of God is given and in which God is invited to be a partner in the covenant of the marriage.
- b) Couples who do not wish a religious ceremony will be encouraged to arrange a civil ceremony with a marriage commissioner.

2) Place:

- a) Normally, weddings will be performed in the Sanctuary or the Chapel of Gaetz Memorial United Church.

3) Times:

- a) Normally, weddings will be scheduled for 1:00 pm, 2:30 pm, or 4:00 pm on Saturdays.
- b) Other days/times may be allowed, depending on the availability of the Church and the Officiating Clergy.

4) Booking:

- a) A date and time for a wedding can be booked by contacting the Office Manager of Gaetz Memorial United Church.
- b) The date and time is confirmed when the deposit is received by the Church.
- c) If tentative booking is not confirmed within thirty days of the initial contact with the Church, the wedding date will be made available to other enquiries.

5) Officiating Clergy:

- a) The Ministry Staff will negotiate between themselves, who will be available to perform weddings on specific Saturdays.

- b) Normally, the officiating clergy will be the Minister scheduled to perform weddings on the day that the couple has booked.
- c) If the couple requests that another member of the Ministry Staff perform the wedding, this must be firstly agreed between the Ministry Staff.
- d) Outside Clergy (non-Gaetz staff) may be invited to participate in the ceremony by the officiating clergy at the request of the couple.
- e) Gaetz Memorial United Church is not “Rented Out” for non-Gaetz wedding ceremonies.

6) Preparation:

- a) Couples being married through Gaetz Memorial United Church are required to participate in a Marriage Education course (ie: “Beginnings” sponsored by the Red Deer Family Service Bureau, or equivalent).
- b) After the wedding date and time is confirmed (see 4 above), the officiating clergy will contact the couple to initiate the marriage preparation process.
- c) Couples must meet with the officiating clergy to discuss and plan the details of the ceremony and to discuss marriage in general and their relationship.

Day of Wedding:

1) Music:

- a) The Gaetz Memorial United Church organist maintains the first right of refusal to play at all weddings. Substitute organists must be arranged through this entity.
- b) Should the couple choose not to use an organist, the “organist fee” will still apply.
- c) Other musical accompaniment (piano, guitar, flute, recordings, etc.) or singers are usually welcome, but must be arranged with the officiating clergy and the Church organist or music director.
- d) The choice of music used for the wedding ceremony must be arranged with the officiating clergy and the Church organist or music director.

2) Decorations:

- a) Pew Markers must be attached using Church supplied materials only.

b) Flowers may be placed in the sanctuary/chapel by the couple. The couple is also welcome to use the Church flower arrangements.

c) Confetti, Rice, Natural Flower Pedals and Bird Seeds are not permitted in the Church or on the Church property (inside or outside).

d) Clean up of any decorations/flowers is the responsibility of the couple. This must be done immediately following the ceremony.

3) Parking:

a) The Church will reserve 8 (eight) parking spaces in front of the Church for the couple and their wedding party.

4) Pictures and Videos:

a) Photographs and videotaping are permitted at the discretion of the officiating clergy, with the intention that any picture taking or videotaping is to be as discreet and unobtrusive as possible. The Church has, within its congregation, an excellent resource for the recording (VHS, DVD) of ceremonies within the Church. See Office Manager for details/quote.

5) Legal Requirements:

a) The couple must obtain, and provide to the officiating clergy or Church office, the necessary regulatory credentials for the clergy to legally perform the marriage. The officiating clergy will advise the couple of this procedure.

b) Witnesses, as required by Law, will be advised by the officiating clergy.

c) Impairment, through the use of alcohol or mind altering substances, by the couple or witnesses, at the time of the wedding, may prohibit the wedding from being performed. The officiating clergy has this discretion.

6) Church Register:

a) The couple, legal witnesses and the officiating clergy will complete the necessary registers/documents for all weddings conducted through the Church.

RENTAL/USE OF BUILDING FACILITIES AGREEMENT

Date of Event: _____ **Time(s):** _____

Name of Renter/User: _____

Type of Activity: _____

Number Attending: _____ **Elevator Required:** Y N

Name(s) and Position(s) of Individual(s) Assuming Responsibility:

Name

Name

Position

Position

Address: _____

Contact Numbers: _____

Whereas the above Renter/User has requested the use of facilities within the premises of Gaetz Memorial United Church, hereinafter called the "Church" the following is agreed:-

- 1) Fees/Charges as outlined in Appendix "A" are to be paid to the "Church" not later than five business days prior to the date of use.
- 2) The Renter/User is to provide a copy of Liability Insurance Coverage not later than five business days prior to the date of use.
- 3) The Renter/User agrees NOT to hold the "Church" responsible or liable for any harm or injury occurring to any person on the premises during the use of the premises.
- 4) The Renter/User agrees to abide by All Fire, Safety, Kitchen and Cooking Regulations as governed by Municipal, Provincial and Federal Authorities applicable.
- 5) The Renter/User agrees to remove all items brought by them at time of departure.
- 6) The Church agrees to provide the facilities and utilities as deemed reasonable to this agreement.
- 7) The Renter/User acknowledges and agrees that the Church is a "No Smoking, No Alcohol" facility, and the Renter/User will abide by this condition.
- 8) The renter/User agrees to leave the premises clean, free of garbage and in the same general condition and organization, at time of departure.
- 9) An administration fee equal to 25% of the damage deposit will be charged by the "Church" for any cancellations made less than 30 days prior to the contracted date.
- 10) Any refunds of the Damage Deposit will be available within five days of the event conclusion.

This Agreement is hereby executed by the following Authorized Parties, by their signatures below, this ____ day of _____, 200__.

Signature of Renter/User

Signature of Renter/User

Gaetz Memorial United Church

Per: _____

Per: _____

For Office Use Only: Agreement Identification Number _____