

WOODCLIFF UNITED CHURCH PROPERTY AND FACILITIES USE POLICY

This Policy represents the intention of Woodcliff United Church (WUC) with regard to the use of its church property and facilities.

STATEMENT OF PURPOSE AND BELIEF

Our building is primarily a worship centre for all who are seeking a relationship with God. It has been erected for the conduct of both spiritual and community activities, providing a gathering place for our faith community and the community at large. It is our belief that the building should be utilized as fully as possible, enhancing the spiritual, social, educational and physical well-being of all who cross the threshold of our church. This reflects our commitment to good stewardship of the material resources with which we have been blessed and which we maintain in the name of God. All users share responsibility for maintaining a space that is safe, respectful, and welcoming to all.

POLICY

- All users of the property and facilities must adhere to the WUC Duty of Care Procedures and are expected to conduct themselves in a manner consistent with the WUC Code of Conduct.
- All requests for using the property or facilities must go through the Church Administrative Coordinator or designate (CAC).
- Only the CAC may make bookings and schedule space. The CAC may independently authorize short-term rentals. Consultation with the Rental Liaison, who is a member of the Property Committee, is at the discretion of the CAC.
- A Woodcliff United Church Rental Contract must be completed for all non-WUC-sponsored activities and must be signed by the Renter.
- The CAC has the authority to sign Rental Contracts on behalf of WUC.
- The CAC will maintain records of all Rental Contracts and payments.
- Requests for long-term rentals will be referred to WUC Council for approval.
- A security deposit may be required in advance. The CAC will determine the requirement for and the amount of a security deposit and how much of the deposit will be returned following the rental.

- WUC reserves the right to request compensation for cleaning, for resetting of furniture and equipment, for damages incurred by Renters, and for rental payment in the case of a cancellation.
- For short-term Renters, payment is to be made at the time of signing the Rental Contract. For long-term Renters, payments are to be made as stated in the Rental Contract, preferably by post-dated cheques.
- Long-term Renters are required to provide their own liability insurance. Short-term Renters may be required to provide their own liability insurance. The CAC will determine if liability insurance is required for short-term Renters.
- No rentals will be allowed during WUC Worship Services.
- Priority for use of the property and facilities will be given to WUC ministries, programs, and activities. Efforts will be made to accommodate Renters to the extent possible.
- WUC may alter or cancel bookings when unexpected WUC events arise, such as a funeral or memorial service. Reasonable effort will be made to give early notice by phone or email. Reasonable effort will be made to accommodate the Renter at another time or in another WUC space.
- Equipment in a rented space is only available for use within the church as specified in the Rental Contract.
- Permission to use any of WUC's musical instruments must be obtained from the WUC Music Director prior to signing the Rental Contract.
- Equipment will not be rented for off-site use.
- Renters must follow the rental terms and conditions as outlined in the Rental Contract. Failure to do so is justification for WUC to cancel the Rental Contract.
- All Renters must provide their own consumables such as food, beverages, and napkins.
- Temporary signage advertising a Renter's use of the property or facilities will be at the CAC's discretion. Permanent signage by a Renter is prohibited.
- All minors under 18 must have adult supervision.
- The WUC Alcohol Usage Policy permits the serving of alcohol at events held within the property. All events at which alcohol will be served require prior approval by WUC

Council. The Renter is responsible for obtaining a liquor license and liability insurance as specified in the WUC Alcohol Usage Policy.

- Rental rates will be reviewed every two years by the Rental Liaison for approval by WUC Council.

ADMINISTRATION

This policy is administered by the Property Committee and WUC Council.

Approved by the Congregation at the 2019 Annual Congregational Meeting.

Date: _____

Signatures:

Council Chair

Council Secretary

REFERENCES

The United Church of Canada. (n.d.). *Guidelines for developing policies and procedures*, Retrieved November 1, 2018 from <http://www.united-church.ca/sites/default/files/developing-policies-procedures.pdf>

The United Church of Canada. (2019). *The manual 2019*. Retrieved from <http://www.united-church.ca/sites/default/files/manual-2019.pdf>

WUC Alcohol Usage Policy

WUC Computer Hardware, Software and Connections to Outside Equipment and Systems Policy

WUC Constitution

WUC Crisis Management Policy

WUC Duty of Care Policy

WUC Duty of Care Procedures

WUC Policy for the Conduct of Weddings

WUC Policy for the Conduct of Funeral and Memorial Services

WUC Policy for Creation, Revision, Approval, and Removal of Policies

WUC Property Committee (Structure Document)

WUC Long Term Rental Contract

WUC Short Term Rental Contract

WUC Trustees (Structure Document)

Original Approval Date: March 17, 2019	Review Dates:	Next Review Date:
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**WOODCLIFF UNITED CHURCH
PROPERTY AND FACILITIES USE GUIDELINES**

- Requests for using the property and/or facility should be made well in advance so that the CAC can consider the appropriateness of the function, the availability of the date(s) requested, and discuss with the Rental Liaison if deemed necessary by the CAC.
- Bookings are generally done on a first-come, first-served basis. Recurring rentals may have booking priority. It is the responsibility of the Renter to contact the CAC about future bookings.
- The CAC will maintain detailed records of Rental Contracts with the following information:
 - Signed Rental Contract
 - Group/individual contact information
 - Date of event
 - Space rented
 - Rental rates charged
 - Security deposit collected/returned
 - Security Access Code
 - Copy of receipt of payment
 - Any records on reliability of the Renter

- In determining if a security deposit is required for an event, the CAC will consider the frequency of the rental event, the nature of the event, how many people will be attending the event, and WUC's experience with the Renter. For example, new long-term rentals and new rentals with more than 50 attendees will likely require security deposits.
- In determining how much of a security deposit will be retained by WUC, the CAC will consider the cost of damages incurred, the cost of cleaning or resetting of furniture and equipment, and if there is outstanding rent.
- The CAC will collect rental payments at the time of signing short-term Rental Contracts. The CAC will collect post-dated cheques from long-term renters as stated in the Rental Contracts. All payments are to be made to Woodcliff United Church. The CAC will provide a monthly list of renters and payments received / outstanding to the Property Chair and to WUC Council.
- In determining the need for short-term Renters to provide their own liability insurance, the CAC will consider the activity that will take place during the rental and the size of the group in attendance at the event.
- When cancellations are made by WUC due to a WUC event or unforeseen circumstance, the Renter will not be charged. If a Renter does not provide notice of a cancellation by the Renter, the rental payment will be charged. If notice of a cancellation is given by the Renter, it will be at the discretion of the CAC whether or not the Renter is responsible for payment of rent.
- Review of long-term Rental Contracts by the CAC and the Rental Liaison will be completed at least 90 days prior to the expiry of the contract. New contracts will be provided to the Renters for signing at least 90 days prior to expiry. Any requests by the Renter to change the Rental Contract must be made in writing to the CAC. The CAC will set up an automated notification system to address expiry dates of contracts.