



Facility Use and Code of Conduct Agreement

St. Andrew's United Church

6036 Coburg Road, Halifax, Nova Scotia, B3H 1Y9
902-422-3157 | rent@saintandrewshfx.ca
www.saintandrewshfx.ca

Basic Information

Rental Year: _____
Group/Organization: _____
Main Contact Name: _____
Phone Number: _____
Email: _____

Rental Information

Contract Dates or Term: _____
Purpose of use: _____

Rental Details:

Rental Room	Date	Booking Time	Setup Time	Event Time

Invoice & Payment Information

Total Fees: _____
Custodial Service Fee: _____
Invoice schedule: _____

Rental Fee Details:

Fee Category	Fee Type (Hourly, Daily)	Base Fees	Discount (if applicable)	Total

Payment is due within 30 days of invoicing. We accept payment online via the invoice, e-transfer to finance@saintandrewshfx.ca (include invoice # and name/organization/event in comments), debit in office, credit card in office or over the phone, cheque payable to St. Andrew's United Church, or cash.

Accounts Payable Information

Please fill out if different than above. Invoices will be sent to Main Contact unless indicated otherwise.

A/P Contact Name: _____
A/P Phone Number: _____
A/P Email: _____

Principles

St. Andrew's United Church operates under a vision and practice that is inclusive and welcoming to people of many different faith traditions and a diversity of community groups. We ask all those who use the facilities at St. Andrew's United Church to be aware of and respect our Mission Statement and Green Covenant, which can be found attached and on our website, and to use these statements as guidelines in their activities. We also ask those who use our facilities to be aware that several groups with different needs and activity levels may be using the building at the same time. Our hope is that all groups will share the space with a generous spirit and accommodating attitude.

Conditions of Facility Use

- The facilities are to be used only on the dates and hours and for the purposes specified above. For other facility use dates and times, contact your St. Andrew's United Church representative. Additional fees may apply.
- Attendance is not to exceed the posted maximum occupant load, as required by the Fire Department.
- The right to use the facilities is not transferrable to others. Any sub-letting of time booked will result in the immediate cancellation of the right to use the facility.
- The user shall protect, indemnify and save harmless St. Andrew's United Church, its servants, employees and agents in respect of all claims for damage, loss or injury arising out of or during the use of the building by the user. The user shall be responsible for personal injury or damage, or for loss or theft of any personal property of the user, or anyone attending on the invitation of the user.
- The user shall maintain liability insurance coverage that includes coverage for its use of the facilities and its activities carried out therein in amounts not less than the minimum requirements set out below and provide proof of insurance to the Operations Manager by email (rent@saintandrewshfx.ca) or in person.
 - The policy of liability insurance shall have a limit of liability of not less than 1 Million Dollars for any one occurrence and be comprehensive liability insurance covering all operations and liability assumed under the Facility Use and Code of Conduct Agreement.
- No admission fee shall be charged by the user except as discussed and agreed with a St. Andrew's representative.
- The sale of any items is not allowed except where approved by St. Andrews United Church. Any announcements, advertisements, or other publicity for the event to be issued or released by the user or the performers require prior approval of St. Andrews United Church.
- No intoxicating drugs or persons under the influence of alcohol or drugs shall be allowed on the premises. Without limiting the generality of the foregoing, no alcoholic beverages shall be allowed on or to remain in the facilities unless permission has been given by St. Andrew's United Church and a Special Occasion License is obtained from Service Nova Scotia and Municipal Relations – Alcohol and Gaming Division.
- Games of chance, lotteries, or gambling in any form are strictly forbidden unless a lottery permit has been obtained from Service Nova Scotia and Municipal Relations – Alcohol and Gaming Division, and unless permission has been obtained from St. Andrew's United Church.
- Users must obtain prior permission from St. Andrew's United Church for all activities that will take place outside the building, in particular ones that may affect other building users, and surrounding community members, eg. setting off fireworks, using the space in the front of the building for promotional purposes, large line-ups.
- The user is responsible for all matters related to any fees, licenses and permits that may be required for its event, including SOCAN tariffs.
- If the event is taking place outside of normal business hours (Monday to Friday 8 am to 5 pm), St. Andrew's United Church custodial staff must be present on the premises. Users will be charged \$25.00 per hour for custodial services, which will be included in invoicing, as above.
 - Exemptions to this rule may be granted for groups using the building regularly and/or when a church member/adherent is present during the event and takes responsibility for building security.
- All groups are responsible for monitoring access to the building during the event and for ensuring that all attendees have left the building at the conclusion of the event. Exterior doors are to be kept locked or must be attended at all times if unlocked, to prevent unlawful entry for safety and security reasons.
- For one-time or large events, users will pay a non-refundable deposit of \$100.00 or 20% of the rental charge, whichever is less. The deposit is payable prior to the event and will be applied to the total fee. The deposit fee may be waived at the discretion of St. Andrew's United Church.
- Five business days notice is required for the cancellation of an event, otherwise the user shall pay a cancellation fee of \$100 or 20% of the rental charge, whichever is less.
- St. Andrew's United Church reserves the right to cancel an event and/or rental agreement in the following

instances:

- If a St. Andrew's United Church sponsored event or another rental booking has a legitimate or pressing need to use the facility, for example, a funeral or conference. Notice will be given to the user ahead of time to allow for other arrangements to be made.
- If the user is not abiding by the Facility Use & Code of Conduct Agreement. Concerns or issues will be brought to the attention of the main contact and sufficient time will be given to address them, as appropriate.

Guidelines for Facility Use

- Users are required to adhere to all mandated requirements of the Public Health act related to Covid-19 gathering limits, and all other requirements of the act in force at the time of their booking. St. Andrew's United Church reserves the right to cancel bookings or close the building at any time in the interest of Covid-19 safety.
- Groups are to enter and exit through the designated doors only, except in case of emergency.
 - Entrance doors are not to be blocked open, left unlocked and/or unattended at any time.
 - Groups will not gain access to the building until the designated leader arrives.
- At the conclusion of each event, rooms must be cleaned and returned to their original state, including returning furniture, stacking chairs, and placing items back in their original position; all lights must be turned off; all windows must be closed; the heat must be turned down to 18°C (in winter months); and all doors must be locked. See *Specific Room Use Guidelines* below for additional room use information.
 - Stack chairs separately according to type, i.e. stack chairs with arms together and armless chairs together, to a maximum of 6. Chairs can be damaged if stacked improperly.
 - Separate event waste into recycling, compost bins, and garbage as appropriate. All garbage and recycling from the event must be cleaned up, broken down, and disposed of in the bins behind the church, accessible through the back entrance. If additional garbage is accumulated outside the bins, a charge of \$60/4 large bags will be added to the final invoice to account for additional pick-ups from our waste providers.
 - For large events in the Hall upwards of 200 people, contract cleaners will be brought in after the event is completed. Users will be charged \$175 to \$250 for the additional cleaning, depending on the length of time cleaners are onsite.
- Users are responsible for familiarizing themselves with the location of the fire exits, fire alarm pulls and first aid kits. Incidents requiring first aid must be reported to the Operations Manager. It is important to be aware of natural gas safety procedures.
 - The building is monitored for fire and any fire alarms will be attended by Emergency personnel. In the case of a false alarm, the user will be responsible for the associated fee.
- Keys to the building may be issued to one designate of the group by the Operations Manager. A Key Agreement will be signed upon key issue. Keys must be returned the day of or immediately after the conclusion of an event or rental contract. Keys are subject to a replacement fee if a key is lost.
- Smoking and vaping is not permitted anywhere in the building.
- St. Andrew's United Church is a 'plastic water bottle free zone' and all users must commit to the attached Policy.
- Children must be properly supervised at all times.
- All users are expected to abide by St. Andrew's United Church Principles, as above, including, but not limited to, respecting other groups that are using the facility, maintaining an appropriate noise level, taking care of the facility, and practicing active diversity.
- There is no parking onsite. Users are asked to spread out their parking in the neighborhood to allow for enough parking for other facility users as well.
 - Parking in the Edward Street driveway is reserved for St. Andrew's staff 24/7. Users may be towed or charged a \$50 fee if they park any vehicle at any time, without prior express approval.
- For public events with more than 100 attendees, at least four security/fire watch ushers or wardens must be appointed. Their task is to remain vigilant throughout the event and assist with orderly evacuation in case of emergency.

Specific Room Use Guidelines

Kitchen

- Use the compost bin for food waste.
- Dishes, cutlery, and other kitchen items must be cleaned and returned to their proper place.
- Clean countertops and appliances prior to leaving.
- Sweep and mop floor.
- If using St. Andrew's United Church dishtowels, launder and return them the following day.
- If other disposable dishes or cutlery are used, St. Andrew's requests that they are compostable, reusable, or recyclable.

Upper & Lower Hall

- Return all chairs and tables to their original positions.
- Sweep and clean floor.
- Check bathrooms for garbage on the floor and clean if necessary.

Sanctuary

- Use of Sanctuary Instruments
 - Users of the Sanctuary with permission to use the Sanctuary instruments are responsible to arrange and pay for the tuning by our service technicians in advance of their event. The sanctuary is equipped with a Yamaha C7 piano, which is serviced by Davison Piano Services and tuned by C. Davison. There is a three-manual Casavant organ that is serviced by Alan T. Jackson Co.
- Bringing Equipment into the Sanctuary
 - Permission must be obtained to bring other large instruments and sound/recording equipment, lighting, etc., into the Sanctuary. All equipment must be removed at the conclusion of the event. Requests to store instruments and equipment will be considered on a case-by-case basis and there is no guarantee of availability of storage. All stands brought in shall be removed by the user of the space at the conclusion of its event.
- Choir Risers
 - St. Andrew's United Church has some choir risers available for user groups. A St. Andrew's United Church staff member must be onsite to assist with set-up and take-down to minimize damage. A flat \$25 fee will apply, in addition to custodial fees, if applicable.
- Sanctuary Furnishings
 - Sanctuary furnishings and other fittings are to be returned to the position found before the event. The lectern, altar, cross, and Christ candle are not to be used without prior permission. Liturgical hangings and other "religious decorations" are not to be removed.
- Sanctuary Sound System
 - A St. Andrew's United Church approved sound technician is required to operate the sound equipment. All sound system equipment shall be returned to its proper locked storage place and all settings shall be returned to the position in which they were originally found. The user of the Sanctuary will be responsible for costs incurred from any damage to or loss of the sound system equipment.

Signature of User or Authorized Representative: _____

Date: _____

Signature of St. Andrew's United Church Representative: _____

Date: _____

Revised November 23, 2022. This agreement, including guidelines and procedures, is the action of St. Andrew's United Church Council and is subject to review by the same.

St. Andrew's United Church Mission, Vision & Values

Open Doors, Open Hearts, Open Minds

Our Mission -

Respond to the spiritual hunger in our community.
Create community across religious & social borders.
Stand for social, economic, environmental justice.

Our Vision -

St. Andrew's constantly strives to expand the impact of our mission to be recognized as a spiritual and social justice leader in Halifax.

Our Values -

To love God and to love one another.
Inclusion of all.
Courage.
Excellence.

We are honoured to live and work as guests on this land in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people. **We are all Treaty people.**

St. Andrew's United Church Green Covenant

St. Andrew's United Church Covenants with God and each other to care for our neighbours, ourselves and all of Creation by:

- Integrating love of Creation in our worship and spiritual lives,
- Increasing environmental awareness and education,
- Practicing stewardship by conservation of natural resources, and
- Working with others for environmental justice.

As a congregation and as individuals, we will make every effort possible to reduce our carbon and ecological footprint. We will lead by example and ask those who use our building to partner in this covenant.

St Andrew's United Church Plastic Water Bottle Free Policy

St. Andrew's United Church property is a "Plastic Water Bottle Free Zone". All groups reserving space in church facilities are to be made aware of the policy and to commit to be plastic water bottle free. No church funds are to be used to purchase beverages in single-use plastic bottles. The policy is to take effect immediately.

Rationale for this policy:

- The United Church of Canada policy (passed 2006) on "Water: Life before Profit" "affirms that water is a sacred gift that connects all life" and "discourages the purchase of bottled water starting within United Church courts and congregations where possible".
- Plastic pollution is so prevalent that it has been called a "planetary crisis". Billions of single-use, throwaway plastic packaged products and disposable plastic items are produced, used and become trash every year in Canada. (Only about 11% is actually recycled.)
- Tap water throughout the building is safe to drink. Water pitchers and reusable glasses and cups are available for all to use.
- St Andrew's United Church Green Covenant (passed 2011) with God and each other is "to care for our neighbours, ourselves and all of Creation by:practicing stewardship by conserving natural resources and working with others for environmental justice". "As a congregation and as individuals, we will make every effort possible to reduce our carbon and ecological footprint. We will lead by example and ask those who use our building to partner in this covenant."