

## P-3 Facility Use Policy

<b>Issued By:</b>	<b>Council</b>
<b>Approval Date:</b>	<b>Nov. 14, 2002</b>
<b>Revision Date:</b>	<b>March 2009</b>
<b>Revision Date:</b>	<b>March 2011</b>
<b>Revision Date:</b>	<b>Feb 7 2013</b>
<b>Revision Date:</b>	<b>Feb 5, 2015</b>
<b>Revision Date:</b>	<b>Oct 1, 2015</b>

The Lord has provided us with wonderful facilities, and we acknowledge the responsibility of being good stewards of this resource. Accordingly, our church buildings and grounds are intended to be used for activities that support the Articles of Faith and Practice and Objects as outlined in our Constitution. Our church buildings and grounds will not be used for activities that conflict with the Articles of Faith and Practice and Objects as outlined in our constitution. As a registered charity we are not to provide undue benefits to our members. Therefore, LEMC members must pay the same fees as people from the public for private events.

1. LEMC ministries will be given priority in the use of the facilities. LEMC ministries must book the use of the facilities through the church office. These ministries must follow all procedures in this policy, excluding fees and permits.
2. Fees are set to reflect both the realistic the cost of the rental to LEMC and similar facilities in the community
3. Honorariums are paid directly to the individual
4. All bookings will be made through the church office administrator without exception.
5. The "Permit For Use of Facilities" form must be completed and signed. User must be at least 18 years old.
6. A \$200 security deposit will be required for all non-LEMC activities. This will be returned if the facilities are left in proper condition, and all fees are paid.
7. LEMC desires to ensure that regular programing will not occur in a room once it is set up for an event. For this reason fees are charged from the time that event is being set up until the event is completed.
8. Renter is required to provide a current certificate of extension of general liability and tenants legal liability insurance for event in the amount of \$1,000,000 ten days prior to that event
9. Fees are to be paid no later than the rental date.
10. Bookings are subject to the approval of the LEMC Council (if bookings are in question).
11. LEMC reserves the right to cancel any bookings due to circumstances beyond their control.
12. Only qualified LEMC personnel will operate the sound system, video projectors, and computer systems.
13. No LEMC equipment or property may be taken from the premises without the approval of the administrative assistant.

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14. Set up and cleanup is the responsibility of the user group unless other arrangements have been made with the custodian. This includes placing of garbage in containers provided, returning any LEMC property to the location it was found and immediately following the function, and removing any items brought on the premises.
15. No animals, other than special needs animals, are allowed in the building.
16. LEMC is a smoke free facility.
17. Only non-alcoholic beverages are allowed on the premises.
18. Dances are not allowed on the premises.
19. Unauthorized recreational vehicles are not permitted on the property.
20. Facilities cannot be rented for “for profit” purposes.
21. All weddings must be approved by a member of LEMC’s pastoral staff prior to booking.
22. Any exceptions to the above procedures subject to approval by Council.\*

\*Note: It is not the intention of LEMC to rent our facility for business use, as indicated above. However, in the winter of 2011-2012 Council was approached by a counseling business to which LEMC pastors were referring people. The counselors were no longer able to maintain a site for their business, and wondered about using our church in order to continue counseling in our community. Due to the nature of the situation we decided to rent a meeting room to By Peaceful Waters for a day week because the counseling has been unique and useful to members of our local community in the past, and we did not want the community to go without the service, which we believe to be in keeping with our articles of Faith and practice. This rental does not affect any LEMC programs.

\*Note: Some groups are allowed to use the facility at no charge. This is because their purpose closely resembles the Articles of Faith and Practice in LEMC’s Constitution. Currently these groups include, North Perth Youth Unlimited (YFC), Listowel Christian Women’s Club, Listowel Women’s Aglow, and North Perth Ministerial.

\*Note: there is no rental fee for funerals. Local funeral homes are exempt from requiring a security deposit and current certificate of extension of general liability and tenants’ legal liability insurance for event in the amount of \$1,000,000 10 days prior to that event.

\*Note: There is no charge for small family meals when the gathering is immediately following the Sunday Service, and is to celebrate baby dedications and baptisms.



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### **Sanctuary**

**Price includes set up sanctuary style. Additional fees for set up may apply**

<b>150 Sanctuary set as an auditorium (capacity 345)*</b>	<b>Fee – 4 hours or less</b>	<b>Fee – 5 hours</b>	<b>Fee 6 - hours</b>	<b>Max Daily fee</b>
100 or less	\$50	\$75	\$100	\$150
150 or less	\$85	\$110	\$135	\$185
200 or less	\$120	\$145	\$170	\$220
250 or less	\$140	\$165	\$190	\$240
300 or less	\$155	\$180	\$205	\$255
345 or less	\$190	\$215	\$240	\$290
<b>Needing overflow (capacity 130)</b>				
475 or less	\$225	\$250	\$275	\$325

*\*(includes regular seating, piano etc)*

<b>Sanctuary set as a dining venue* (capacity 265)*</b>	<b>Fee – 4 hours or less</b>	<b>Fee – 5 hours</b>	<b>Fee 6 - hours</b>	<b>Daily fee</b>
150 or less	\$115	155	195	\$275
200 or less	165	205	245	\$295
265 or less	\$200	240	280	\$360

*\*(includes additional items listed in table 1 )*

#### **ADDITIONAL SET UP FEES FOR SANCTUARY**

Additional rental time needed by the renter to set up is charged at \$50/hour or regular fee, whichever is less. Daily fee for the expected attendance will be charged for additional days the room is set up for the event. This means renter pays for the entire time the room is set up. The custodian may or may not be available to help with additional set up. Fee is negotiated with the custodian.



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### **Fireside Room**

**Price includes set up sanctuary style  
All other set up is \$30 more**

Fireside Room (capacity is 100 with tables and chairs, and 130 with chairs)*	Fee for 4 hours or less	Fee – 5 hours	Fee 6 - hours	Daily Fee
Less than 25	30	45	60	90
Less than 75	50	65	80	110
Less 130	75	90	105	135

\*(includes additional items listed in table 1)

### **Youth Room**

**Price includes the number of chairs stacked in room only.  
All other set up is \$30 more**

Youth room (capacity with tables and chairs is 55, with only chairs is 75)*	Fee for less than 4 hours	Fee-5 hours	Fee-6 hours	Daily Fee
Less than 25	30	45	60	90
Less than 75	75	90	105	135

\*(includes additional items listed in table 1)

#### ADDITIONAL SET UP FEES FOR FIRESIDE ROOM AND YOUTH ROOM

Additional rental time needed by the renter to set up is charged at \$50/hour or regular fee, whichever is less.

Daily fee for the expected attendance will be charged for additional days the room is set up for the event. This means renter pays for the time the room is set up.



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### **Gymnasium**

**Price includes no set up. Daily Fee reflects that the use of the rest of the church is limited.**

Gymnasium for sports-type events*	Fee for under 4 hours	Fee- 5 hours	Fee - 6 hours	Daily Fee
25 or less	\$30	\$65	\$90	\$150
50 or less	\$50	\$85	\$110	\$170
100 or less	\$100	\$115	\$160	\$220
150 or less	\$150	\$165	\$210	\$270
200 or less	\$175	\$190	\$235	\$295
265 or less	\$200	\$235	\$270	\$320

\*no equipment included

Gymnasium for dining-type events (265 capacity)* (includes use of tables and chairs)	Fee for under 4 hours	Fee – 5 hours	Fee – 6 hours	Daily fee
50 or less	\$80	\$120	\$160	\$240
100 or less	\$95	\$135	\$175	\$255
150 or less	\$115	\$155	\$195	\$275
200 or less	\$155	\$190	\$235	\$305
265 or less	\$200	\$240	\$280	\$360

\*no set up included. Includes additional items included listed in table 1.

#### ADDITIONAL SET UP FEES FOR GYMNASIUM

Additional rental time needed by the renter to set up is charged at \$50/hour or regular fee, whichever is less. The custodian may or may not be available to help with additional set up. Fee is negotiated with the custodian. Daily fee for the expected attendance will be charged for additional days the room is set up for the event. This means renter pays for the entire time the room is set up.



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### **Servery**

Servery *	Fee for under 4 hours	Fee – 5 hours	Fee – 6 hours	Daily fee
Under 20	10	15	20	30
Under 50	20	25	30	40
Under 100	30	35	40	50
Under 150	40	45	50	60
Under 200	50	55	60	70
200 +	60	65	70	80

\*price includes use of all items normally available in the servery, including all appliances, coffee makers, roasting pans, griddles, serving utensils, tea towels and dish cloths. Availability varies. All items are to be appropriately cleaned at the end of the rental. Price is based on the number of people event is staged for, not the number of people in the kitchen.

#### SET UP FEES FOR SERVERY

Additional time needed by the renter to set up is charged at \$50/hour or regular fee, whichever is less.

Daily fee for the expected attendance will be charged for additional days the room is set up for the event. This means renter pays for the entire time the room is set up.

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**Table 1**  
**Additional Items Available For Rentals**

Additional Items requested*	Number requested
21 eight-foot rectangular tables	
3 six-foot rectangular tables	
27 six-foot round tables	
230 burgundy plastic chairs	
50 brown plastic chairs	
175 place settings	
20 Salt and pepper shakers	
Bunn coffee maker	
Nursery	

\*All items are to be appropriately cleaned at the end of the rental

**Honorariums**  
**To be paid directly to the Person**

Person	Amount
Pastor	Suggest \$200
Sound Person	\$50 minimum per person with an additional \$15/hr, if event exceeds 2 hours