

**FLORADALE MENNONITE CHURCH INC.**  
**FACILITY RENTAL/USE POLICIES**  
*(Subject to Review and Adjustment)*

### **Booking Policy**

1. We want these facilities to be used as much as possible, but ministry and programmes of the Floradale Mennonite Church Inc. (FMC) take precedence in building use, then functions planned by members of the church, and thirdly bookings by outside groups.
2. Apart from this, bookings shall be on a first-come first-serve basis. We expect that in cases where two church groups need facilities at the same time there will be flexibility and co-operation.
3. Using the church for a funeral and an existing booking sometimes conflict. It is assumed that all parties will be flexible and accommodate the funeral if possible. However a booking with considerable investment (examples could be a wedding or a drama presentation) may not be able to easily give up its time and commitments made and a funeral could be asked to wait. Elders will be asked to resolve any disagreement.
4. Bookings may be made up to six months in advance, although weddings and Mennonite Central Committee (MCC) and Mennonite Church Eastern Canada (MCEC) events may be booked further ahead of the required date. Again, bookings from FMC members and adherents should be considered first.
5. In order to retain sufficient opportunities for congregational groups to use the facilities, we recommend that no more than two weekend bookings by non-members be accepted for the gym/fellowship hall in any month. No "outside" bookings should be accepted for December.
6. On-going or regular rentals should be booked for only 3-4 months at a time, with the arrangement reviewable after this.
7. Generally facilities are available from 8:00 a.m. to 11:00 p.m.
8. Bookings may be made by contacting the Church Booking Co-ordinator.
9. A refundable Security Deposit is required at time of booking. In case of cancellation, \$25 will be deducted from the refund given.
10. The Youth Room and Mezzanine should not be rented out.

### **General Use Guidelines**

1. We appreciate the co-operation of all groups using this facility in keeping it in good condition for all of us. ***In other words, please leave this building in the same condition in which you found it.***
2. Please immediately report any breakage or damage to the church office or other designated person (names and numbers are posted on-site) so we can keep equipment and facilities in good operating condition.

3. Those using the kitchen area will need to be familiar with the *Kitchen Use Policy* which is available from the office and is also posted in the kitchen.
4. If you need to use the audio-visual equipment, an approved operator must be present.
5. Smoking, gambling, alcoholic beverages, illegal drugs and foul language are not allowed in church facilities and on the church property.
6. Pets are not allowed inside the building--except for service dogs.
7. Please supervise your children and do not allow them to run free through the various rooms and sanctuary.
8. Food must be consumed only in the gym, kitchen and multi-purpose room. On special request and prior approval from the booking co-ordinator the foyer can be used, however, the parties involved must take responsibility for clean up and damages.
9. No equipment or furnishings in FMC are to be removed from the building for personal use. If equipment or furnishings are needed off-site for church-related activities, approval must be obtained from the Head Trustee, Richard Freeman, and items signed out and back in.
10. Church office equipment is for church use only.
11. All groups using the building are responsible for any damage to the building or loss or damage to its contents.
12. Open flames such as unprotected candles are not to be used in this facility.

### **Gym/Fellowship Hall**

1. Proper non-marking footwear and equipment are needed for athletic activity in the gym.
2. If set up by FMC is needed for an outside rental group, a set up fee will be applied.
3. In order that the Fellowship Hall may be used on a Sunday following an activity such as a wedding, the hall must be cleaned and equipment and furnishings put away on the same evening following the event for which the hall is rented/used. A custodial fee may be charged if a custodian is required to clean after a group has been in.
4. No clothes, towels, sports equipment, shoes or other personal items shall be stored in the church facilities. If items are left unclaimed in the building, they will be removed after two weeks. Floradale Mennonite Church Inc. is not responsible for damaged, lost or stolen personal items.
5. Please note that rice, confetti or other such celebratory substances are not to be used on the premises.
6. Decorations and other materials should not be placed on walls without permission, as many of these things may leave marks.

## RENTAL FEES

1. **Fellowship Hall/Gym Rental**
  - a. **Half-day or Evening Rate:**
    - \$85.00 for **up to 50 people** *for an evening or half-day*
    - \$1.25/person for **above 50 people** to a maximum of \$300.00 for an evening or half-day
  - b. **Hourly Rate:**
    - \$30.00/hour
2. **Kitchen Rental**
  - \$85.00 per day to use for meal preparation
  - \$175.00 for outside catered booking
  - \$30.00 for serve only (counter and sinks only) no dishes or equipment
3. **Sanctuary Rental** - \$275.00
4. **Multi-purpose Room** - \$40.00/half-day
5. **Foyer Rental** - \$60.00
6. **Other Fees:**
  - a. **Refundable Security Deposit** - \$100.00 cheque (for all rentals)
  - b. **Key Holder Fee** - \$10.00 (for outside bookings) a key holder will open and close the church facilities.
  - c. **Kitchen Supervisor Fee** - \$20.00/hour payable to kitchen supervisor if there is an outside booking.
  - d. **AV Personnel fee** - \$20.00/hour payable to AV personnel as an honorarium.
  - e. **Custodian fee** – \$20.00/hour
  - f. **Set Up & Clean Up Fee** – for an outside rental group - \$60.00 for up to 100 people - \$125.00 for over 100 people.
7. **Note:**
  - a. Weddings and funerals of church members and adherents of Floradale Mennonite Church Inc. should be considered **church events**, with no fee required for the use of the sanctuary. Outside weddings would be charged the fees listed for rental of the sanctuary.
  - b. A flat fee of \$110.00 should apply for Open Houses, including use of the kitchen.
  - c. Church groups such as MCEC or MCC may be charged some sort of minimal charge to recover costs.
  - d. Candles and open flames must have a glass guard.
  - e. In case of circumstances beyond Floradale Mennonite Church Inc. control (i.e. power outage) the rental group would be responsible for extra costs incurred.

## COMMENTS:

### ***Can we give a donation instead of paying a fee when we use the church?***

Revenue Canada does not regard fees paid for the use of the church as donations. Nor will they knowingly accept receipts for charitable purposes if they are given for services rendered, such as the rental of a building. In order for a donation to qualify for a charitable receipt for tax purposes, you must not receive a direct benefit as an individual as a result of paying the money.

### ***Can there be a lower rate for members compared to non-members?***

Again, according to legal counsel, allowing members to pay less than non-members would mean that members were getting a financial benefit from being members, which could call into question the validity of charitable receipts issued to members. Therefore all facility rentals must be treated the same. (Exception: weddings of members are considered a part of religious practices of our church.)

### ***Do Floradale members need "proof of insurance" to book church facilities?***

No, they do not. If Floradale members book part of the church for an event--even if there are non-members as part of the group--our church insurance coverage remains in effect. However, all "outside" people and groups renting the church must provide proof of insurance--just as we ourselves have for years when renting Hidden Acres. Most organizations have existing coverage which covers them wherever they are. Those who do not will need to purchase event insurance for the occasion.

We welcome outside use of our facilities. However, since this building is used for worship, there may be certain activities that, although acceptable in other settings, may not be fitting in a place of worship. The Church Booking Coordinator will provide direction in these situations and, if necessary, will consult with the Elders and finally, if needed, the wider membership. We may not accept certain types of bookings not because the church body has a stated position, but rather out of respect for the variety of opinions present in our church.

**Floradale Mennonite Church Inc.**  
**Kitchen Use Policy**

1. If you are using church dishes and supplies, they can be found in cupboards as marked. Please use your own disposable supplies unless permission has been obtained from the contact person.
2. If you are using church tea towels, please leave them in the kitchen when the event is over.
3. Please empty garbage into marked container outside of building.
4. Before leaving, check refrigerators for any left over food items and take them with you.
5. Please report any broken dishes etc. to contact person.
6. Only trained persons will be allowed to operate kitchen appliances such as dishwasher, steamer and commercial range.
7. Outside bookings require a paid\volunteer kitchen supervisor.
8. Floradale Mennonite Church Inc. Catering Committee reserves the right of first refusal for catered events.
9. Kitchen equipment does not leave the premises for non-church events or for personal use. If using kitchen equipment for a church event please call the contact person to reserve.
10. We would ask that ALL users be respectful of those people who may use the kitchen facilities after you. Please clean up!

**Contact Person: Catering Chairperson, Susan Martin 519-669-8066**

# FLORADALE MENNONITE CHURCH INC.

## Rental Agreement Form

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Details of Event

Date: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Time of Function: \_\_\_\_\_

Expected # of guests: \_\_\_\_\_

If wedding:

Pastor: \_\_\_\_\_ booked \_\_\_\_\_

Reception location: \_\_\_\_\_

Date and time of set up: \_\_\_\_\_

Date and time of rehearsal: \_\_\_\_\_

Proof of Liability insurance: yes \_\_\_\_\_ no \_\_\_\_\_

### Facilities Required

Sanctuary \_\_\_\_\_ Fellowship Hall/Gym \_\_\_\_\_

Kitchen \_\_\_\_\_ Multipurpose Room \_\_\_\_\_

Other (specify): \_\_\_\_\_

Handicap access: yes \_\_\_\_\_ no \_\_\_\_\_

Foyer \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

EQ Rental Supplier: \_\_\_\_\_

EQ Delivery Date/Time: \_\_\_\_\_

EQ Pick up Date/Time: \_\_\_\_\_

### Equipment and/or AV Requirements

Sound Technician: \_\_\_\_\_ TV/VCR: \_\_\_\_\_ Overhead: \_\_\_\_\_ LCD: \_\_\_\_\_ Laptop: \_\_\_\_\_

Microphones: \_\_\_\_\_ Stands: \_\_\_\_\_ Other: \_\_\_\_\_

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I further agree that the church property will be used in accordance with the rental policy, which I have read and agree to comply with all requirements. I also agree to hold harmless Floradale Mennonite Church Inc. from any action or claim being brought against it as a result of the use of the church facilities and property.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Custodial Services Booked: \_\_\_\_\_

Sound Technician Booked: \_\_\_\_\_

Kitchen Supervisor Booked: \_\_\_\_\_

Facility Supervisor Booked: \_\_\_\_\_

Booked on Calendar: \_\_\_\_\_

Total Rental Cost: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Balance Paid: \_\_\_\_\_

Key Issued: \_\_\_\_\_ Key Returned: \_\_\_\_\_

Key Deposit Paid: \_\_\_\_\_

05/16/07