



Woodlawn United Church
FACILITY LICENSE AND SPACE ALLOCATION POLICY 100.0

Approved at Council: June, 2017

Modified/Revised: _____

PURPOSE

The use of available and accessible space enhances the ministry of Woodlawn United Church. Woodlawn United Church supports its groups and its community in many ways, including use of its available space. The Facility License and Space Allocation Policy (hereinafter called the “Rental Policy”) is to provide guidance and consistency for use of space at Woodlawn United Church (WUC) for WUC and non-WUC groups.

POLICY

The primary function of Woodlawn United Church facilities is for Worship, including Funerals, Marriages, Outreach, and Fellowship.

Prioritizing of the facilities use for WUC. The following groups/individuals are listed in order of priority for assigning space:

1. Worship: including weddings, baptisms, blessings and funerals.
2. Ministry and Programming: This includes programs and activities of WUC. In house events include but are not limited to WUC sponsored activities in which members, their extended families and friends participate (i.e. members, youth and seniors groups, pastoral care, UCW/UCM, education programs, bible studies, mission projects, church sponsored events.) There is no rental fee for church ministries and programming as listed above and insurance is not required for Ministry and Programming use of space.
3. Community Service or Community Interest: Community based organizations contribute significantly to the city’s overall quality of life and improve Dartmouth’s ability to connect with each other and build community. They provide diverse opportunities for individuals to access services, and participate in activities, programs or events. These organizations are increasingly challenged to find suitable space from which to provide programming and services to our community. Such organizations include are but not limited to: Self-help groups, Theatre groups, Children’s programming, community based organizations, Community Schools and community school concerts, but do not include services or programs where professionals, performers, participants or leaders are paid. These are events/groups that will help to raise awareness of the organization, within the community. This sort of event is subject to a use agreement and insurance certificate is required.

4. External groups or activities - see examples below:

- Member events - Personal: Personal activities hosted by WUC members including but not limited to: birthday parties, anniversaries, or receptions will be considered based on availability. Members of the congregation participate in the events along with family and friends. All activities must be agreeable with the beliefs, values, and purposes of WUC. Member events are subject to posted rental fee, but do not require insurance certificate as they are covered by WUC Policy.
- Member Events with Proceeds: Personal activities hosted by WUC members that involve any business or trade aspect or where money or proceeds is a goal of the event, or where there is an admission fee, will be considered based on availability. The member will be in attendance at the event at all times. These member events are subject to posted rental fee, and require insurance certificate.
- Non member sponsored events: Outside rentals by external users include other charities that have similar purposes and objectives, or offer healthy lifestyle activities, non charitable and non profit organizations. These groups may rent the facilities provided the groups purpose and activities are in harmony with the beliefs, values and purposes of WUC. These events are subject to application, approval and rental fee, (incl deposit). These events are also subject to insurance requirement.
- FOR PROFIT sponsored events: All for profit rental requests that are in harmony with the beliefs, values, and purposes of WUC will be considered on an availability status. These events are subject to application, approval and a rental fee as well as insurance requirement.
- Government sponsored events: Government sponsored events include: blood donor clinics, polling stations, public information forums and public education sessions operating through government agencies. Government sponsored events must not conflict with a church event. These events are subject to application, approval and a rental fee as well as insurance requirement.

Consideration of the use of the facilities belonging to Woodlawn United Church, including the Sanctuary, Brick Hall, kitchen facilities, meeting rooms, Heritage Centre and parking lot, will be based upon the following criteria:

- Availability of space
- The event fits within the Ethos of the United Church of Canada, and the values and mission of Woodlawn United Church.
- Availability of applicable supporting personnel (i.e. sound technicians, appropriate persons to open/close facility, Kitchen Committee representative, etc.)

Space rentals will be conducted in accordance with the policies of WUC.

- WUC is an inclusive congregation. If your event is advertised or announced as being open to the public, all persons who present themselves must be admitted under the authority of the federal and provincial human rights.

Woodlawn United Church (WUC) for WUC and non-WUC groups

Woodlawn United Church supports its groups and its community in many ways, including use of its available space. Facility licensing and space allocation will be a responsibility of the Office Administrator who in turn works with the Rental Committee. License and space allocation issues that may be beyond the usual scope of practice will be brought to the Rental Committee after first being discussed with the Office Administrator.

Woodlawn United is committed to environmentally responsible use of all resources. We ask all users of our space to help in this regard by fulfilling our commitment to the environment:

- by following all recycling instructions,
- avoiding, whenever possible, the use of disposable, non-biodegradable materials such as Styrofoam and plastic when planning and conducting events at the church,
- by respecting our Bottled Water policy.

All trash is to be taken with you, including recyclables and compost. This is because the city does not provide garbage or compost collection for churches.

All furniture and equipment is restored to pre-event condition at the end of space use (*see "Set up/Tear Down/Cleaning & Maintenance of Church Spaces" in procedure*).

Smoking of tobacco or other substances including vaping is not permitted inside facilities. Use of illegal substances is not allowed anywhere on church property. Please respect all HRM smoking regulations.

The use of candles is not permitted without the express written consent of Ministry staff.

For Non-WUC groups

Woodlawn United Church supports its groups and its community in many ways, including use of its available space.

Rental costs will be based on the Facility Fee schedule.

No commitment for use of any space is finalized until the application and applicable schedules have been signed with the Office Administrator, approved, and the deposit provided to the Office. The Office Administrator reserves the right to request one or more references from a rental that may be questionable.

The individual signing the application may not transfer responsibility to anyone else, and, **MUST** be in attendance at the event and is responsible for payment of the rental fee and other charges.

Third Party Usage: No group or individual using any rental facilities provided by Woodlawn United may contract, subcontract, loan or allow their space to be used for any other activity or by any other group or third party without the express written consent of Woodlawn United Church. Violation of this policy will result in possible termination or additional fees being charged against the applicant named on the contract.

Only those facilities covered by the Application will be used or accessed by the Licensee. If the Licensee is found to be using other facilities during the period of use without permission of the Church, additional charges will apply, and any future bookings may be cancelled.

Insurance and Liability: Insurance matters will fall under the jurisdiction of the Trustees. The applicant is liable for any damage, accidents and/or injuries caused by or during the event (referred to as an "incident"). See Insurance schedule.

- Woodlawn United Church is NOT responsible for any incident
- Each renter is required to arrange for and provide proof of its own insurance to use the facility, at least 10 days prior to the event. If insurance certificate is not provided by the applicant, the approved application will be revoked. **This is NOT open to negotiation as Woodlawn United Church does not provide coverage for rental groups or their participants.**
- During the use and occupation of the Facilities, the applicant/renter shall indemnify and save harmless Woodlawn United Church against any and all liability whatsoever resulting from injury or damage to any person, persons, or property by reason of or as a result of the use and occupation of the facilities directly or indirectly as herein set forth, or by reason of or as a result of the acts of it or its servants or employees or the attendees at the event.

Basic Room Equipment: Rental spaces will include tables and chairs. All furniture is to remain inside the building unless otherwise approved. All equipment needs outside of the standard table and chairs will require special approval and may be subject to additional fees.

Facilities will not be reserved or confirmed more than twelve (12) months prior to the event. Exceptions to this are Weddings and Dartmouth Community Concert Association (which can book 18 months in advance with staff team approval). Other exceptions will only be made in unusual circumstances, and will be considered only by the Rental Committee.

Licensees (the applicant/the renter) understand that sometimes the business of the Church must come first. In the event that a booking must be altered as a result of a church event (i.e. funeral, congregational meeting, retreat, etc.), all efforts will be made to notify the booking party as soon as possible so that other arrangements may be made.

Additional charges may apply if the Licensee is found to be using the facilities beyond the agreed upon period.

Only the designated contact person with approval of the Rental Committee is authorized to make any changes regarding their booking.

Woodlawn United Church reserves the right to cancel or refuse any application.

Woodlawn United reserves the right to visit any event at any time to ensure compliance with its values and policies.

The use of confetti and rice is prohibited in or around the building. Bubbles are permitted, but only outside the building.

The Fire Regulations, Use of Alcohol, Animal, Scent-free and Bottled Water policies will be adhered to by any and all groups using the facilities belonging to Woodlawn United Church.

In the case of Instruction classes or groups, or any group where there are minors in attendance, a qualified adult instructor/monitor is to be in attendance at all times. Under no circumstances are minors to be left unattended. Proper ratios must be maintained for programming for children and youth.

Applicants having items delivered to the facilities for an event must have someone from their group on site to receive the delivery. WUC and its employees are not responsible for signing of any deliveries.

A key or fob provided for use of space will include only those doors that are applicable to the space being rented/used, such as side doors, Heritage Centre, or the front door. At no time will a Master Key be provided to rental groups.

PROCEDURE

Reservations: All space at WUC must be scheduled through the Office Administrator, identifying all details including date, time, equipment, room, and any other needs. All scheduled dates will be subject to cancellation unless all necessary forms, fees, and insurances are received and signed within 10 business days of booking the event. If the fees and forms are not received in a timely manner, the reservation may be changed or cancelled. Time allotments for the room must include time for set up and take down.

Deposits and Rental Agreement: To reserve the facility, a rental contract must be signed by both parties, and a non-refundable deposit of \$50 must be paid to Woodlawn United Church, and given to the coordinator within 10 days of the application. In the case of NSF or returned payments, WUC's bank service charge must be included with any replacement cheque. In the event deposit has not been received within 10 days of application, the application is considered null and void.

Set up/Tear Down/Cleaning & Maintenance of Church Spaces: WUC and non-WUC groups are responsible for returning the room to the pre-use condition. Any set up outside of the room's normal set up will be at the responsibility of the group.

- Leave the facilities in a clean condition and remove all items associated with the event immediately following the event;
- Promptly report damages caused during the event to the Office;
- Contact the Office if safety concerns arise or emergency repairs are required;

- All trash is to be taken with you, including recyclables and compost;
- Dispose of drinks and other fluids in sinks and never trash receptacles;
- No leftovers are to be stored in any refrigerator on the premises.
- Ensure all tables and chairs are cleaned up and put away in prescribed manner after the event.
- For non-WUC groups:
 - Arrangements for set up and take down of furniture and equipment can be made through the Office Administrator and are subject to an additional fee.
 - Ensure no food and beverages are served in areas not arranged for ahead of time. No food and beverages (other than water) into the Church Sanctuary.

Termination: Should a group decide to terminate their long-term contract with Woodlawn United, they must do so by providing 30 days' notice. During this time they will turn over all keys or fobs to the unit, clean out any storage facility, as well as settle any outstanding amounts owed to Woodlawn. Failure to do so will result in an additional fee being charged to the organization or individual named on the rental agreement.