

MINUTES – Woodlawn United Church Council March 18th, 2020

CALL TO ORDER: Council Co-Chair Peter Woods called the meeting to order at 7:30 p.m.

In light of the COVID-19 pandemic and ensuring WUC follows the recommendations of our federal, provincial and municipal leadership to refrain from public gatherings and meetings, chair Peter coordinated a video conference so we may continue the work of Woodlawn United Church.

In Attendance via Video: Allan Eddy, Bob Watt, Brian Moors, Helen Dixon, Jim Allen, Kathy Dean, Keith Musselman, Kerri Graham, Peter Woods, Rev Mary Lynne Whyte, Paul Whyte, Rev Phillip Kennedy and guest, Shelley Clee.

WELCOME: Pete welcomed Shelly Clee, Office Administrator to the meeting. Peter referenced the Guidelines for Video Conferencing he had circulated.

OPENING PRAYER: Kerri Graham led in an opening prayer.

ADJOURNMENT TIME – Agreed by consensus to an adjournment time of 9:30.

APPROVAL OF AGENDA: Peter noted the minutes of March 16th should be included in the agenda for approval and that he would deviate from the order in the agenda so we may address the more urgent items first. **The Agenda was approved by consensus. (Appendix A)**

APPROVAL OF MINUTES: The minutes of February 19th, were accepted by consensus. Minutes of March 16th, with correction (clarification that salaries would be paid to all staff) were accepted by consensus.

CORRESPONDENCE: Chair Peter noted that all correspondence was for information.

NEW BUSINESS: With consensus Peter moved directly to 'New Business'.

- 1) **CONGREGATIONAL LETTER RE: COVID-19 - PREAMBLE** - *Peter brought the meeting up to date on happenings since our March 16th meeting when it was decided to cancel 'in church' worship service on March 22, March 29, April 5, that Shelley would continue, at her request, to work from the office and that staff and co-chairs of council were to prepare a letter to be circulated to the congregation informing them of the decision of Council going forth. Before the letter was circulated Region 15th circulated a memo which brought into question the actions decided upon by Council, mainly Shelley working from the office. The letter was redrafted by the clergy but did not receive concurrence from the co-chairs of Council nor did the clergy concur with the recommendation of the co-chairs.*

Peter invited comments, recommendations, questions from council. There were those that agreed with the decision of March 16, those that were undecided, those that felt the we should follow the recommendation of the Region and those that wished to hear where Shelley stood. There were concerns expressed that

APPROVED MINUTES OF MARCH 18th, 2020 COUNCIL MEETING

church members with keys would 'walk in', that Ivan needed access to the accounting program. Shelley reiterated her reasons and preference to work from the office but would abide by the wishes of council. There was acknowledgement that at some point it may become necessary i.e. government mandated, that we would be obligated to have everyone work from home and we would have to ensure Shelley has the necessary infrastructure to do so. **Peter polled the meeting and received consensus that "Shelley continue to work from the office for as long as she is comfortable doing so, while ensuring all necessary precautions to maintain her safety".**

There was discussion regarding the letter to the congregation. **It was agreed by consensus that the clergy along with the co-chairs of Council redraft the letter ensuring that the wording would be such that it would not be interpreted that the office was opened and staffed, that all congregants refrain from coming to the church building, that no one use their key to access the building and that the preferred method of communication would be telephone and/or email.**

2) WUC POLICY REVIEW – Helen reported that the three policies from M&P were not ready to be brought to council. Keith explained minor policy changes to the Facilities, Licence and Space Policy. Changes relate to smoking/vaping on church property. **Council agreed by consensus to the recommended changes.** Keith is to forward the changes by hard copy to Bob so that the changes may be incorporated into the policy. (Note: Modified policy is attached). Keith reported that A&M had no changes to the Rental policy and that he would bring forward a change to the Funeral Policy at the next meeting.

2A) SOFT GAMING – Topic brought to Council as result of rental request which included permission to run a 50/50 draw. Bob was requested to forward the policy of the United Church from the 1980 Convention to A&M for their consideration.

3) Volunteer Leadership – Peter spoke to the problem Adelia faces as chair of the Recruitment Committee and the difficulties in finding volunteers. Suggestions such as 'team volunteering' and leveraging technology were offered. It was suggested that by agreeing to take on some leadership positions that individuals would also become members of Council. It was perhaps the politics of the church, which Council often needs to be involved, could be a deterrent for some people volunteering.

OLD BUSINESS & BUSINESS ARISING

2 – Charging for Blessings – Brian restated the Worship Committee stance as brought to Council on February 19th. Bob read from the February 19th minutes: *"It was agreed that Council would require more information; ie the frequency of requests for blessings, when are blessings requested (evenings, weekends), where are blessings requested (home, sanctuary, meeting room) etc. etc. before making a determination on 'charging for blessings'"*. **It was agreed that staff would provide the requested information to Council.**

ROUND TABLE DISSCUSION:

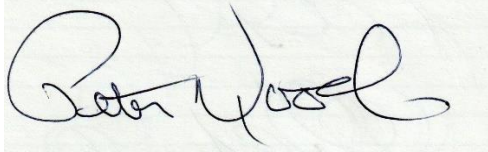
- 1) Kathy raised the subject of the cleaners and their schedule during the period the church buildings are not opened to the public. There was discussion regarding the options for what should be cleaned, expanding what they would normally clean etc.. Kathy noted we are obligated to provide a three month notice of any change in their contract. It was agreed by consensus to have the Trustees negotiate an agreement with the cleaning company regarding scheduling etc..

- 2) Helen agreed to discuss with Shelley, in anticipation of a possible directive from the civic authorities to 'close the office', the preparation of a list of duties etc. that she could do from home and a list of what she would be unable to do from home.

ADJOURMENT – Chair Peter adjourned the meeting at 9:20 p.m.

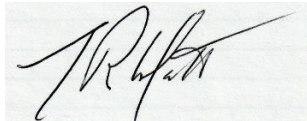
CLOSING PRAYER – Kerri had to leave the video call before the end of the meeting. Rev Phillip lead the Council in a closing prayer.

NEXT SCHEDULED MEETING – Wednesday, April 15th, 2020.

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Peter Woods: Co-Chair of Council

Submitted

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read "J Robert Watt".

J Robert Watt - Secretary, WUC Council

Woodlawn United Church Council - AGENDA

March 18th, 2020

7 PM – VIDEO CONFERENCE CALL Call

to Order - Co-Chair Peter Woods

Opening Prayer – Youth - Kerri Graham

Welcome and Introductions

Approval of Agenda

Time of Adjournment –

Approval of Minutes of February 19th, 2020

Correspondence – Congregation email re; COVID 19
United Church of Canada – COVIS 19 Update
Region Faith Stories and Covenants
Region 15 Property Report x 2

Old Business & Business Arising:

- 1 – WUC Policy Review – Updates from Teams/Committee (See Reports)**
Conflict Resolution – M&P Funeral Policy – A&M
- 2 - Council Retreat – Council Co-Chair (Defer)**
- 3 – Governance Document Update – (Defer)**
- 4 - Job Description Office Administrator – M&P (Follow up)**
- 5 – Temporary Personnel – Report Special meetings**
- 6 – Charging for Blessings – Worship Committee (Follow up)**

New Business:

- 1 – Congregation Letter Re: COVID-19**
- 2 – Admin & Mgt – Rental Policy – Soft Gaming**
- 3 – Volunteer Leadership – Next Meeting Date – April 15th, 2020**

Closing Prayer – Youth – Kerri Graham

Adjourn

Reports: Membership Policy Review Policies x4 Correspondence

REPORTS**Membership Clerk – February 2020 Report – Roll Changes**

Congregational Roll	Added	Kevin Demers
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Congregational Roll	Deleted	Frank Baker - Deceased
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Policy Review Update

During the September 2019 Council Meeting the secretary circulated a schedule of the Woodlawn United Church Policies. It was agreed that the Teams responsible for initiating a specific policy would review the policy and report back to council if the policy was still relevant, recommended change etc.

Currently the following policies have not yet been brought back to Council.

Policy Name	Responsible Team	Pages	Date Approved	Date Revised
Animal	Stewardship	1	Sept 15 2015	
Communication	Communication	2	May 20 2015	
Conflict Resolution	Ministry & Personnel	1	Not Approved	
Facility License & Space	Admin & Management	5	June, 2017	
Personnel Policy	Ministry & Personnel	10	Jan 20 2016	
Sabbatical Leave	Ministry & Personnel	3	2013	
Screening of Volunteers	Community Care & Youth	2	Apr 21 2010	Feb 21 2018
Worship Cancellation and Office Closure	Council & Clergy	1	Feb 26 2014	

CORRESPONDENCE**LETTER TO WOODLAWN COMMUNITY OF FAITH FROM MINISTERS AND COUNCIL CO-CHAIRS**

Dear WUC friends and family,

Given that the WHO has declared Covid-19 a global pandemic, we wanted to take this opportunity to update you on the measures WUC council and staff are taking here in our community.

We want to assure you that we've been actively considering how to respond by minimizing risk and steps will be taken. Some steps are immediate, while others are on hold and will be implemented as the situation develops here in NS.

We've had the good fortune of being in conversation with our national denomination, the health authority, and local communities of faith who are all sharing best practices in how to respond to COVID-19.

Since last week, Woodlawn United Church has been making some changes to how we use our facility and how we worship in response to COVID-19 developments.

Let's "Flatten the Curve"

This expression is used by many infectious disease experts and applying it is simple. In order to manage the spread of an existing pandemic, follow a simple rule:

If you are feeling ill or have a fever, stay home and rest.

We say this with deep and honest love for your wellbeing and for your neighbours too. Please stay tuned to our website (www.woodlawnunited.ca), which contains links to our Facebook and Twitter for services and ways to interact in our vibrant community of faith. Also, copies of our recorded worship services are kept there for the most recent four weeks.

Changes to Life @ WUC

- All members of the welcome team, our ushers, and our congregation are asked to refrain from physical contact with one another and the congregation. We enjoy hugging one another at church and shaking hands – but we have a powerful alternative that resonates with so many of us: Namaste. *The spirit in me, honours the spirit in you.* Let's use Namaste as our way of greeting and expressing our love and honour for one another.
- At this time, we are asking that we halt service of coffee and tea or snacks on Sunday morning. It's understandable these are signs of hospitality that we dearly love, but for the time being, it's easier to suspend that service.
- We would like to gently remind you that *washing your hands with soap in warm water for 20 seconds and limiting how often you touch your face is still the best way to keep personal hygiene standards high. We do have a limited supply of hand sanitizer in the event that hand washing is not practically available*
- We are making every effort possible to encourage our cleaning staff, as well as property volunteers, to keep a vigilant eye on sanitizing surfaces as are our staff.
- We will monitor developments regarding communion and Easter as the situation develops. There are safe protocols that were developed during H1N1 and SARS that we can use if needs be.
- At this time, WUC pastoral care team visits to the hospitals will be suspended. Hospital sites will be restricting the number of visitors per patient to just two and they must be on the patient's list. Every effort will be made to care for one another by phone, email, and keeping close contact with families who have loved ones in hospital.

We are taking these steps so as not to raise anxiety or fear, but to address it and do the best job we can to care for the very connected world we live in.

If you decide to not be with us in person on Sunday mornings at any time, we encourage you to connect online as suggested above. We are looking at ways to live stream services in the event large gatherings are suspended altogether.

If you have questions or concerns about your health and COVID-19, please contact 811 before proceeding for testing. It is important to not overwhelm our health care system if possible.

You can also visit <https://novascotia.ca/coronavirus/> and <https://www.nshealth.ca/coronavirus> for excellent advice and information.

On a related matter we want to also share with you some updated information on an incident that took place on Thursday of this week, March 12th, during a funeral. A family friend who had just returned from Finland via Helsinki, Copenhagen, and Toronto to Halifax by air advised one of our greeters/ushers of his out of country travel. He clarified that he was non-symptomatic for Covid-19 and would be respecting safe distance from others while in attendance. We have spoken directly to this gentleman and he has further explained that his wife is an Infection Disease Control Nurse with Capital Health so he is more than aware of risks associated with the spread of disease as well as prudent procedures to mitigate against it. For example, he will not shake hands with anyone, he carries his own personal supply of sanitary wipes which he uses regularly, and he practices good hygiene through thorough handwashing as appropriate. He took extra precaution to not sit close to anyone during the service and he waited for everyone to leave following the service so as to avoid any direct contact. He did not attend to the reception following the Funeral in the Church Hall as well. All of this was confirmed to us by those greeting/ushering and volunteering for this service on Thursday. There was a second gentleman who immediately spoke to one of the greeters on arrival at the Funeral service to advise them that he has an underlying health condition that includes a chronic cough. He did this to explain that he may have to excuse himself from the service during any period of coughing so as not to be disruptive but to assure us that his cough is directly related to his underlying health condition and not a virus or cold. Volunteers verified that this gentleman had to leave the service at on particular point due to coughing. At that time went outside the church until his coughing subsided and then returned to be present for the remainder of the service. Unfortunately miss information was conveyed following the Funeral which suggested that the gentleman who was in attendance who had just returned from out of country travel, was the person who had displayed the cough. This has proven to absolutely not be the case and has led to some level of anxiety for some folks from Woodlawn United who were in attendance and feared being potentially exposed to Covid-19. For clarity, this is proven not to be the case. We are fully satisfied that no unusual risk existed during or after the funeral service and that in an abundance of care for our congregation, that extra precaution was in fact exercised by thoroughly cleaning all surfaces occupied by the gentleman who had just recently returned from Finland.

If you have any questions or concerns, please contact the church office by phone 902-434-8302 or by email: office@woodlawnunited.ca

Let's remember that this situation is fluid and our protocols will adapt with it. Stay tuned to weekly emails for updates. We got this!

Namaste,

Kathy Dean & Peter Woods on behalf of staff and Council at Woodlawn United

LETTER FROM REGION 15 RE: COVID-19

From: "Rose, Tracey" <TRose@united-church.ca>

Date: March 13, 2020 at 10:45:44 AM PDT

To: "Rose, Tracey" <TRose@united-church.ca> **Subject:**
COVID-19 Update

Good Afternoon,

You are receiving this email as Official Member to Regional Council for your Pastoral Charge. Please ensure that this information is passed to your Governing Body, Board or Council for review as appropriate.

As our Moderator has said in a prayer, he posted today.

When we aren't sure, God, help us to be calm; when information comes from all sides, correct and not, help us discern; when fear makes it hard to breathe, and anxiety seems to be the portion of the day, slow us down, God; help us to reach out with our hearts, when we can't

touch with our hands; help us to be socially connected, when we have to be socially distant; help us to love as perfectly as we can, knowing that "perfect love casts out all fear".

The United Church of Canada is asking congregations to make their decisions based on the information from their local government and health authorities. We ask everyone to be actively engaged in protecting themselves and those around them.

Please refer to The United Church of Canada's Emergency Plan to help you prepare for your responses. The World Health Organization as of Wednesday, March 11th, has upgraded the COVID-19 to a Pandemic Period. Therefore, we are looking at Phase 5/6 in the Appendix D of the Emergency Plan. We all need to be paying close attention to the provincial and federal health authorities, as they are the health care professionals.

We have attached the link to the Provincial, Federal and Country (Bermuda) websites to help you in your decisionmaking.

This may be the time to implement:

- No contact versions of sharing the peace
- Refrain from shaking hands as you leave worship (find non-contact ways to acknowledge one another).
- Consider postponing coffee hour or community meals.
- Reduced or no passing of the collection plate (have the plates laid somewhere in the church, have your counters wash hands before and after counting money)
- Encourage people to continue their weekly giving's through cheques or online through Canada Helps that has every congregation pre-loaded and will forward your donation.
- Have the communion symbols and liturgy without the taking of the elements.
- Remind parishioners and church leaders if sick to avoid coming to church
- Remind parishioners and church leaders to have increased hygiene
- Have hand sanitizers available and visible
- Have the church cleaned more often, "particularly high touch areas such as the books, tops of the pews and door handles." (e.g. after every gathering, Sunday school and nursery)
- Limit pastoral and community activities (as per your health authorities advice)
- If the public health authorities recommends closing our churches for a period, be prepared to have a worship service through social media and ways to communicate and offer prayer.

If you have questions or need to be in touch, please do not hesitate to call Rev Faith March-MacCuish at 1-709-6913524. The Emergency Coordinator for the Sackville Regional Council Office is Tracey Rose and she will be person who will send out communication to the Regions.

Government of Nova Scotia

<https://novascotia.ca/coronavirus/>

Government of New Brunswick

https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus.html

Government of Prince Edward Island

<https://www.princeedwardisland.ca/en/alert/advisory-coronavirus-infection>

Government of Quebec

<https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/>

Government of Bermuda <https://www.gov.bm/coronavirus>

<https://www.united-church.ca/leadership/church-administration/emergency-planning>

<https://www.united-church.ca/news/covid-19-united-church-statement> Regards

Tracey Rose, Administrative Support

Fundy St. Lawrence Dawning Waters & Regional Council 15

THE UNITED CHURCH OF CANADA

21 Wright Street, Sackville, NB E4L 4P8

Telephone: 1-800-268-3781 ext 6142

TRose@united-church.ca

Office hours: Mon-Weds, 8am-4pm

March 2, 2020.

To all Communities of Faith and their Ministers in Region 15:

Greetings from your friendly Region 15 “Faith Stories & Covenants” Committee.

One of our tasks for this year and the coming years is to gather Annual Reports from all of the Communities of Faith in our Region.

We appreciate and thank you for the time and consideration it takes to prepare your Annual Report.

These reports provide valuable information for UCC congregational and archival records, and we encourage you to submit them as soon as possible.

The preference is for a digital copy in PDF format to trose@united-church.ca. Hardcopy can be mailed to:

Tracey Rose

Region 15

21 Wright Street

Sackville, NB

E4L 4P8

Even if you have an annual report from the previous year, Tracey will gladly receive those as well. Yours in good faith,

Rev. Alex Constable, Secretary,

Region 15 Faith Stories & Covenants Committee.

p.s. our committee is seeking more members, especially from parts of Region 15 outside of Halifax. If you're interested in getting involved, email Alex Constable at vicarofdigby@gmail.com

REGION 15 Property Report #1

Type	Name	Street	City	Province	Postal Code
CH	Advocate United Church	3680 Hwy 209	Advocate Harbour	NS	B0M 1A0
OM	Arthur Kidston Memorial United Church Camp	7429 Moose River Road	Middle Musquodoboit	NS	B0N 1X0
CH	Aspy Bay United Church	983 Bay St. Lawrence Rd	Aspy Bay	NS	B0C 1G0
EI	Atlantic School of Theology	660 Francklyn St	Halifax	NS	B3H 3B5
OM	Atlantic School of Theology	660 Francklyn St	Halifax	NS	B3H 3B5
CH	Avon United Church	17 Prince Street	Hantsport	NS	B0P 1P0
CH	Avondale United Church	89 Avondale Cross Road	Newport	NS	B0N 2A0
CH	Aylesford United Church	2414 Highway 1	Aylesford	NS	B0P 1C0
CH	Beacon United Church	25 Beacon St	Yarmouth	NS	B5A 2W2
CH	Bedford United Church	1200 Bedford Hwy	Bedford	NS	B4A 1C3
CH	Berwick United Church	240 Commercial Street	Berwick	NS	B0P 1E0
OM	Berwick United Church Camp	115 Commercial Street	Berwick	NS	B0P 1E0

	Camp Mtg Assoc. of The United Church of Canada				
CH	Bethany United Church	693 Hwy 347	East River-St. Mary's	NS	B2H 5C8
CH	Bethany United Church	7171 Clinton Ave	Halifax	NS	B3L 3Y8
CH	Bethany United Church		Mill Village	NS	B0J2H0
CH	Bethel United Church	2589 Hillside Road	Marion Bridge	NS	B1K 1C7
CH	Big Intervale United Church	East Big Intervale Rd	Margaree Valley	NS	B0E 2B0
CH	Black River United Church	1796 Black River Road	Dundee	NS	B0E 3K0
CH	Boylston United Church	1005 East Side Harbour Road	Boylston	NS	B0H 1G0
CH	Bridgewater United Church	87 Hillcrest Street	Bridgewater	NS	B4V 1T2
CH	Brookdale United Church	859 Highway 204	Amherst	NS	B4H 3Y1
CH	Brunswick Street United Church	250 Brunswick Street	Truro	NS	B2N 2J3
CH	Brunswick Street United Church	2107 Brunswick St	Halifax	NS	B3K 2Y4
CH	Burchell United Church	1187 New Campbellton Rd	New Campbellton	NS	B1X 1W4
CH	Caledonia United Church	1888 Hibernia Road	Caledonia	NS	B0T 1B0
CH	Calvin United Church	61 Margaree Harbour Village Rd	Margaree Harbour	NS	B0E 2B0
CH	Calvin United Church	417 Smith St	New Waterford	NS	B1H 3R3
CH	Calvin United Church	3795 Lawrencetown Road	Lawrencetown	NS	B2Z 1P9
CH	Carman United Church	1 Clyde Ave	Sydney Mines	NS	B1V 2E3
CM	Cemetary	262 Church Point Rd,	Sheet Harbour	NS	B0J3B0
CM	Cemetary	111 West Jeddore Rd	Head Jeddore	NS	B0J 1P0
CM	Cemetary	1078 Prospect Rd.,	Goodwood	NS	B3T1P5
CM	Cemetery	78 Old Trunk Rd.	Oyster pond	NS	B0J1W0
CM	Cemetery	2592 West Ship Harbour Rd	Owl's Head	NS	B0J1Y0
CM	Cemetery	3651 Clam Harbour Rd.	Clam Harbour	NS	B0J1Y0
CM	Cemetery	1806 Higginsville Road	Higginsville	NS	B0N 1X0
CM	Cemetery	13477 Peggy's Cove Rd.	Upper Tantallon	NS	B3Z 2J2
CM	Cemetery	No.7 Hwy	Sheet Harbour,NS	NS	B0J 3B0

CM	Cemetery	3727 Old Sambro Rd.,	Sambro	NS	B3V 1G1
CM	Cemetery	8933 St.Margaret's Bay Rd.	Queensland	NS	B0J 1T0
CM	Cemetery	10621 Peggy's Cove Rd	Glen Margaret	NS	B3Z 3G1
CM	Cemetery	8933 St. Margaret's Bay Road	Hubbards	NS	B0J1T0
CM	Cemetery	904 West Ship Harbour RD,	Ship Harbour	NS	B0J1Y0
CM	Cemetery	9726 Moose River Road	Elmsvale	NS	B0N 1X0
CM	Cemetery	111 Church Loop,	Moser River	NS	B0J 2K0
CM	Cemetery	No.7 Hwy	West Quoddy	NS	B0J 2R0
CH	Central United Church	136 Cumberland Street	Lunenburg	NS	B0J 2C0
CH	Cheverie United Church	6268 Hwy 215 West	Cheverie	NS	B0N 1G0
OM	Church Extension Board of Halifax Presbytery of the UCC	15 Benview Ave	Dartmouth	NS	B2Y 1W6

EI	Cole Harbour Woodside Resource Centre	15 Bissett Rd	Dartmouth	NS	B2V 2T1
CH	Cole Harbour Woodside United Church	15 Bissett Rd	Dartmouth	NS	B2V 2T1
CH	Collingwood United Church	1451 Wyvern Road	Collingwood	NS	B0M 1E0
OM	Coverdale Courtwork Society of Halifax	2346 Hunter Street	Halifax	NS	B3K 4V6
OM	Dalhousie University Campus Ministry Chaplain's Office Dalhousie Chaplaincy	1321 Edward St	Halifax	NS	B3H 3H5
CH	Danesville United Church	149 Old Highway 3	Danesville	NS	B0J 1V0
CH	Drummond Memorial United Church	10330 Kempt Head Road	Ross Ferry	NS	B1X 1M4
CH	East Sable River Community Church	1872 WEst Sable River Road	East Sable River	NS	B0T 1V0
CH	Economy United Church	3360 Highway 2	Economy	NS	B0M 1J0
CH	Emmanuel United Church	30 Main Street	Kingsport	NS	B0P 1H0
CH & CM	Emmanuel United Church		Beach Meadows	NS	B0J1H0
CH	Fairview United Church	3524 Dutch Village Rd	Halifax	NS	B3N 2S1
OM	Fairview United Family Resource Centre (Fairview Family Centre)	6 Titus St	Halifax	NS	B3N 2Y7

CH	Fenwick United Church	750 Fenwick Rd	Nappan	NS	B0L 1C0
CH	First South United Church	19 Bulman Rd	Lunenburg	NS	B0J 2C0
CH	First United Church	7964 Highway 7	Musquodoboit Harbour	NS	B0J 2L0
CH	First United Church	81 High Street	Trenton	NS	B0K 1X0
CH	First United Church	7532 Main St	Louisbourg	NS	B1C 1J4
CH	First United Church	711 Prince Street	Truro	NS	B2N 5C1
CH	Forbes United Church	517 South Side River Denys Road	River Denys	NS	B0E 2Y0
CH	Fort Massey United Church	5303 Tobin St	Halifax	NS	B3H 1S3
CH	Fourchu United Church	18 St. Peter's-Fourchu Road Extension	Fourchu	NS	B2J 1B3
CH	Gay's River United Church	421 Hwy 224	Gay's River	NS	B0N 2H0
CH	Glen Valley United Church	4901 Hwy 105	South Haven	NS	B2W 6P8
CH	Grace United Church	8674 Route 209	Port Greville	NS	B0M 1T0
CH	Grace United Church	4197 Walton Woods Road	Walton	NS	B0N 2R0
CH	Grace United Church	19 Prince William Street	Digby	NS	B0V 1A0
CH	Grace United Church	70 King St	Dartmouth	NS	B2Y 4R3
CH	Grand River United Church	1688 St. Peter's Fourchu Road	Grand River	NS	B0E 1M0
CH	Greenhill-Alma United Church	92 Alma Loop	Westville	NS	B0K 2A0
CH	Greenwood United Church	98 Twinning Street	Baddeck	NS	B0E 1B0
BU	Hall	1740 Higginsville Road	Higginsville	NS	B0N 1X0
BU	Hall	12248 Hwy.224	Middle Musquodoboit	NS	B0N1X0
CH	Higginsville United Church	1806 Higginsville Road	Higginsville	NS	B0N 1X0

CH	Hilden United Church	1840 Irwin Lake Road	Truro	NS	B2N 0A1
CH	Hope United Church	3055 Connaught Ave	Halifax	NS	B3L 3A1
CH	Immanuel United Church	25 Hickman St.	Amherst	NS	B4H 2L9
CH	Ingonish United Church	36068 Cabot Trail	Ingonish	NS	B0C 1K0
CH	Kennetcook United Church	4295 Hwy 236	Kennetcook	NS	B0N 1P0
CH	King's United Church	25 Copperlake Road	Loch Katrine	NS	B0H 1M0

CH	Kingston United Church	733 Main Street	Kingston	NS	B0P 1R0
CH	Kirk Memorial United Church	1007 Glenelg Church Road	Glenelg	NS	B0H 1E0
CH	Knox United Church	53 Highway 289	Brookfield	NS	B0N 1C0
CH	Knox United Church	270 Commercial Street	Glace Bay	NS	B1A 3C4
CH	Knox United Church	1588 Coxheath Rd	Sydney	NS	B1L 1B3
CH	Knox United Church	567 Sackville Drive	Lower Sackville	NS	B4C 2S9
CH	Little Harbour United Church	2440 West Sable Road	Little Harbour	NS	B0T 1V0
CH	Loch Lomond United Church	2384 Loch Lomond Road	Enon	NS	B1J 1X8
CH	Lochaber United Church	1544 Highway 7	Lochaber	NS	B0H 1J0
CH	Lorneville United Church	5573 Highway 366	Lorneville	NS	B4H 3X9
CH	Lower Ohio Union Church	1583 Route 203	Shelburne	NS	B0T 1W0
CH	Lyon's Brook United Church	2399 Lyons Brook	Lyons Brook	NS	B0K 1H0
CH	MacMillan Memorial United Church	5835 Louisbourg Hwy	Catalone	NS	B1C 2G4
CH	MacPhee's Corner United Church	2071 Indian Road	McPhee's Corner	NS	B0N 2H0
CH	Malagash United Church	3611 Malagash Road	Malagash	NS	B0K 1E0
MA	Manse	3975 Hwy.357	Meaghers Grant	NS	B0N 1V0
MA	Manse	1774 Cambridge Street	Halifax	NS	B3H 4A9
CH	Margaretsville United Church	103 Seaman Street	Margaretville	NS	B0S 1N0
CH	Masstown United Church	10871 Hwy 2	Masstown	NS	B0M 1G0
CH	McCulloch United Church	3321 Camden Road	Truro	NS	B2N 5B2
CH	Merigomish United Church	1587 Shore Road	Merigomish	NS	B0K 1G0
CH	Middle River United Church	1952 Cabot Trail	Middle River	NS	B0E 1B0
CH	Middle Stewiacke United Church	21 Cloverdale Road	Middle Stewiacke	NS	B0N 1C0
CH	Middleton United Church	12430 Hwy 224	Middle Musquodoboit	NS	B0N 1X0
CH	Middlewood United Church	18440 Highway 103	Middlewood	NS	B0J 1V0
CH	Milford Lantz United Church	2134 Highway # 2	Milford Station	NS	B0N 1Y0
CH	Nappan United Church	4278 Highway 302	Nappan	NS	B0L 1C0
CH	Newport United Church	7800 Hwy 14	Newport	NS	B0N 2A0

CH	Newsom United Church	15 Dominion Street	Glace Bay	NS	B1A 3M7
CH	Nine Mile River United Church	6624 Highway 14	Nine Mile River	NS	B2S 2V6
CH	Noel United Church	4588 Hwy 215	Noel	NS	B0N 2C0
OM	North Dartmouth Outreach Resource Society	44 Hester St	Dartmouth	NS	B3A 1K2
CH	North River United Church	36 Truro Rd	Truro	NS	B2N 5B4

CH	Old Barns United Church	2603 Highway 236	Old Barns	NS	B6L 1K1
CH	Orchard Valley United Church	130 Cornwallis Ave.	New Minas	NS	B4N 3M7
CH	Parkhill United Church	5 Kirk Rd	Halifax	NS	B3P 1A5
CH	Peniel United Church	913 Highway 2	Five Islands	NS	B0M 1K0
CH	Pictou United Church	47 James Street	Pictou	NS	B0K 1H0
CH	Pilgrim United Church	75 Brooklyn Shore Road	Brooklyn	NS	B0J1H0
CM	Pleasant Harbour,	No.7 Hwy,	Pleasant Harbour	NS	B0J 3H0
CH & CM	Pope's Harbour UC,	28 Lofty Pine Rd.,	Pope's Harbour	NS	B0J 3H0
CH	Port Clyde-Port Saxon United Church	235 Port Latour Rd	Shelburne County	NS	B0W 2S0
CH	Port Wallis United Church	263 Waverley Rd	Dartmouth	NS	B2X 2C8
CH	Princeville United Church	1041 Riverside Road	Princeville	NS	B0E 3L0
PR	Property	61 Church Loop,	Moser River	NS	B0J 2K0
PR	Property	No.7 Hwy,	Sheet Harbour,NS	NS	B0J 3B0
PR	Property	10515 Peggy's Cove Rd.,,NS	Glen Margaret	NS	B3Z 3G9
PR	Property	1806 Higginsville Road	Higginsville	NS	B0N 1X0
PR	Property	248 Pleasant Valley Road	Upper Musquodoboit	NS	B0N 2M0
CH	Rawdon Hills United Church	9 Old Highway 14	Upper Rawdon	NS	B0N 2N0
CH	Riverside United Church	5577 Highway 2	Bass River	NS	B0M 1B0
CH	Riverside United Church	9691 Moose River Road	Middle Musquodoboit	NS	B0N 1X0
CH	Riverview United Church	760 Highway 2	Elmsdale	NS	B2S 1G3
CH	Rockingham United Church	12 Flamingo Dr	Halifax	NS	B3M 1S5
CH	Salem United Church	1667 Route 6	River John	NS	B0K 1N0

CH	Scotch Village United Church	1021 Hwy 236	Scotch Village	NS	B0N 2G0
CH	Scotsburn United Church	3731 Scotsburn Road	Scotsburn	NS	B0K 1R0
CH	Sharon St. John United Church	33 Acadia Ave	Stellarton	NS	B0K 1S0
CH	Sharon United Church	15 Church Street	Tatamagouche	NS	B0K 1V0
OM	Sherbrooke Lake United Church Camp - Western Nova Scotia Camp Council	420 Church Camp Road	Franey Corner	NS	B0J 2M0
CH	Shubenacadie United Church	2869 Main Street	Shubenacadie	NS	B0N 2H0
CH	Springside United Church	7072 Hwy 289	Upper Stewiacke	NS	B0N 2P0
CH	St. Andrew's United Church	45425 Red River Rd	Pleasant Bay	NS	B0E 2P0
CH	St. Andrew's United Church	1246 Italy Cross Rd	Crousetown	NS	B0J 1V0
CH	St. Andrew's United Church	929 Ferry Road	Fox Harbour	NS	B0K 1Y0
CH	St. Andrew's United Church	36 Elderbank Back Road	Elderbank	NS	B0N 1K0
CH	St. Andrew's United Church	83 Hall Street	Lockeport	NS	B0T 1L0
CH	St. Andrew's United Church	6036 Coburg Rd	Halifax	NS	B3H 1Y9
CH	St. Ann's Bay United Church	46685 Cabot Trail	Indian Brook	NS	B0G 1H0
CH	St. Columba United Church	St. Columba Drive	Leitches Creek	NS	B2A 3Z1
CH	St. David's United Church	Cape George	Cape George	NS	B2G 2L2

CH	St. David's United Church	18 St. David's Ave	Truro	NS	B2N 4L7
CH & CM	St. David's United Church	2723 Highway 7	Lake Echo	NS	B3E 1A3
CH	St. David's United Church	7 Old Victoria Rd	Port Hastings	NS	B9A 1L2
CH	St. James United Church	4217 Hwy 357	Meagher's Grant	NS	B0N 1V0
CH	St. James United Church	8747 Highway 224	Upper Musquodoboit	NS	B0N 2M0
CH	St. James United Church	197 Main St	Antigonish	NS	B2G 2L6
CH	St. James United Church	181 Portland St	Dartmouth	NS	B2Y 1J5
CH	St. James United Church	1078 Prospect Road	Goodwood	NS	B3T 1P5
CH	St. James United Church	3811 Old Sambro Rd	Sambro	NS	B3V 1G2
CH & CM	St. James United Church	41 Lewiston Rd,	Lochaber Mines	NS	B0J 3B0
CH	St. James United Church	22 Sprott Lane,	Sheet Harbour	NS	B0J 3B0

CH & CM	St. John's United Church	2719 Beaverbank Rd.,	Beaverbank	NS	B4G 1E6
CH	St. John's United Church	Church Road	Strathlorne	NS	B0E 1N0
CH	St. John's United Church	13968 Route 6	Wallace	NS	B0K 1Y0
CH	St. John's United Church	202 Main Street	Middleton	NS	B0S 1P0
CH	St. John's United Church	74 Breakwater St	Port Morien	NS	B1B 1A9
CH	St. John's United Church	3360 Highway 2	Fall River	NS	B2T 1J2
CH	St. John's United Church	6199 Chebucto Rd	Halifax	NS	B3L 1K7
CH	St. John's United Church	125 Knowles Crescent	Beaver Bank	NS	B4G 1E7
CH	St. John's United Church	5540 Highway 332	Middle LaHave	NS	B4V 2W2
CH	St. Luke's United Church	2215 West River Stn Road	Saltsprings	NS	B0K 1P0
CH	St. Luke's United Church	560 Donkin Hwy	Donkin	NS	B1A 6X5
CH	St. Luke's United Church	5374 St. Margaret's Bay Rd	Upper Tantallon	NS	B3Z 2J1
CH	St. Margaret's Bay,	7628 St. Margaret's Bay Rd.	Ingramport	NS	B3Z 4A7
CH	St. Mark's United Church	504 Bernard Street	Port Hawkesbury	NS	B9A 2V1
CH	St. Matthew's United Church	Church Street	Inverness	NS	B0E 1N0
CH	St. Matthew's United Church	10521 Hwy 3	Shelburne County	NS	B0T 1R0
CH	St. Matthew's United Church	1479 Barrington St	Halifax	NS	B3J 1Z2
CH	St. Matthew-Wesley United Church	2 Peppett St	North Sydney	NS	B2A 2M7
CH	St. Paul United Church	1944 Church Street	Westville	NS	B0K 2A0
OM	St. Paul's Family Resource Institute	173 Old Sambro Rd	Halifax	NS	B3R 2H6
CH	St. Paul's United Church	1216 Union Street	Canso	NS	B0H 1H0
CH	St. Paul's United Church	135 Stonehurst Road	Blue Rocks	NS	B0J 2C0
CH&CM	St. Paul's United Church	4 Old Hwy 354	North Noel Road	NS	B0N 1P0
CH & CM	St. Paul's United Church	117 Lake Egmont Road	Antrim	NS	B0N 1Y0
CH	St. Paul's United Church	293 Etter Rd	Mount Uniacke	NS	B0N 1Z0
CH	St. Paul's United Church	Highway 8	Maitland Bridge	NS	B0T 1N0
CH	St. Paul's United Church	48 Church Road	Shelburne	NS	B0T 1W0

CH	St. Paul's, Spryfield United Church	173 Old Sambro Rd	Halifax	NS	B3R 2H6
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CH	St. Peter's United Church	9915 Grenville Street	St. Peter's	NS	BOE 3B0
CH	St. Stephen's-Jubilee United Church	239 Main Street	Port Hood	NS	BOE 2W0
CH	Stairs Memorial United Church	44 Hester St	Dartmouth	NS	B3A 1K2
CH	Ste. Croix United Church	5477 Highway 1	Ste. Croix	NS	B0N 2E0
CH	Ste. Louise Union United Church	16 Maple Avenue	Ellershouse	NS	B0N 1L0
CH	Stewart United Church	McLeod Street	Whycocomagh	NS	BOE 3M0
CH	Sunrise Trinity United Church	3849 Hwy 6	Amherst	NS	B4H 3Y2
OM	Tatamagouche - Atlantic Christian Training Centre	RR 3	Tatamagouche	NS	B0K 1V0
CH	Tenecape United Church	1793 Hwy 215 East	Tenecape	NS	B0N 2R0
OM	The Brunswick Street Mission	2107 Brunswick St	Halifax	NS	B3K 2Y4
CH	Torbrook Mines United Church	1388 Torbrook Road	Torbrook Mines	NS	B0P 1R0
CH	Trinity United Church	439 MacLeod Street	Mulgrave	NS	BOE 2G0
CH	Trinity United Church	3543 Highway 332	Rose Bay	NS	B0J 2X0
CH	Trinity United Church	171 Queen St	Parrsboro	NS	B0M 1S0
CH	Trinity United Church	1209 Maple Street	Waterville	NS	B0P 1V0
CH	Trinity United Church	36 John Street	Shelburne	NS	B0T 1W0
CH	Trinity United Church	New Elm Road	Pleasant River	NS	B0T 1X0
CH	Trinity United Church	151 Temperance St	New Glasgow	NS	B2H 3A9
CH	Trinity United Church	67 Trinity Way	Timberlea	NS	B3T 1B8
CH	Trinity United Church	415 Onslow Rd	Upper Onslow	NS	B6L 5L2
CH	Trinity-St. Stephen's United Church	1 Ratchford St	Amherst	NS	B4H 1X2
CH	Union (1) United Church	686 Highway 6-Bayhead	Tatamagouche	NS	B0K 1V0
CH	Union (2) United Church	Highway 6 - Brule	Tatamagouche	NS	B0K 1V0
CH	United Heritage Church	500 Charlotte St.	Sydney	NS	B1P 1E7
CH	United Protestant Church	1524 Kings Rd	Sydney River	NS	B1S 1E5

CH	Upper Stewiacke United Church	5511 Highway 289	Upper Stewiacke	NS	B0N 2P0
EI	Valley Presbytery Christian Education Resource Lib	20 Acadia Dr	Kentville	NS	B4N 5E1
CH	Valley United Church	110 Salmon River Rd	Valley	NS	B8N 5B1
CH	Vaughan's United Church	1604 New Ross Rd Lower Vaughans R	Windsor	NS	B0N 2T0
CH	Warden United Church	44 5th St	Glace Bay	NS	B1A 4J3
CH	Wellington United Church	76 Church St	Wellington	NS	B2T 1A2
CH	Wentworth United Church	13315 Hwy 4	Wentworth	NS	B0M 1Z0
CH	Wesley United Church	32 Queen Street	Guysborough	NS	B0H 1N0
CH	Wesley United Church	22 Drews Hill Rd	Petite Riviere	NS	B0J 2P0
CH	Wesley United Church	685 Feltzen South Road	Feltzen South	NS	B0J 2X0
CH	Wesley United Church	201 Silver Rock Drive	Hunt's Point	NS	B0T 1G0
CH	Wesley-St. Matthew's United Church	30 Church St	Pugwash	NS	B0K 1L0
CH	West Bay United Church	2042 Cenotaph Road	West Bay	NS	B0E 3K0
CH	West Branch United Church	19 West Branch Road	West Branch	NS	B0K 1R0
CH	West Side United Church	2702 Hwy 331	Pentz	NS	B0R 1G0
CH	Westmount United Church	15 MacLennan Dr	Westmount	NS	B1R 1H6
CH & CM & PR	William Black Memorial United Church	10515 Peggy's Cove Rd	Glen Margaret	NS	B3Z 3G9
CH	William Black United Church	Bridgetown Lane	Bridgetown	NS	B0S 1C0
CH	Wilson United Church	1625 West Big Intervale Rd	Margaree Centre	NS	B0E 1Z0
CH	Windsor United Church	613 King Street	Windsor	NS	B0N 2T0
BU	Woodlawn United Church	52 Woodlawn Rd	Dartmouth	NS	B2W 2S1
CH	Woodlawn United Church	54 Woodlawn Rd	Dartmouth	NS	B2W 2S1
CH	Zion United Church	325 Sandy Cove Road	Sandy Cove	NS	B0V 1E0
CH	Zion/Wesley United Church	253 Fourchu Road	Gabarus Lake	NS	B1K 2C3

Region 15 Property Report #2**Region 15 - UNITED CHURCH OF CANADA PROPERTY* RECORD**

The Region 15 Property Committee is in the process of updating an Inventory of all Nova Scotia United Church properties.

[Please review the attached Alphabetical listing](#) of the 249 properties now included in the inventory (also shown on the Website, under Committees, Property). If you have property that is NOT listed, please complete the information asked for below for each SEPARATE property, as identified by a Property Identification and Assessment number.

PASTORAL CHARGE_____ CONGREGATION_____

CIVIC ADDRESS_____

PROPERTY IDENTIFICATION (PID)#_____ Assessment Account (AAN)#_____

Contact: _____

Address of Contact_____

E-mail address: _____ Telephone: _____ * Property Codes

(Please Circle):

Church-CH;

Other UCC Ministry-OM;

Cemetery-CM;

Building-BU;

Manse-MA;

Empty Land/Property-PR;

Other Property-OP,

For example, CH & CM in situations where a Cemetery and a Church are on the SAME distinct piece of property, the property should be re-coded as CH & CM rather than one or the other.

Completed information should be forwarded to Regional Council Office Info4RC15@united-church.ca or mailed to UCC, 21 Wright St., Sackville, NB E4L 4P8 Tel: 1-800-268-3781 ext 6142.

If you wish to contact a Property Committee member in your area, contact information is shown below:

Ron Patterson (Amherst) ronspat@outlook.ca Fay Smith

(Truro) fay.smith70@seasidehighspeed.com

Gary Wilkie (Amherst) gbwilkie@bellaliant.net

Jack Logan (Bridgewater) 123loganjm@gmail.com

Rob McArel (Dartmouth) rjmcarel@ns.sympatico.ca

David LeBlanc (Old Barns) davidaleblanc1@gmail.com

Larry Evans (Port Hawksbury) larryevans1111@hotmail.com

Grant Mackenzie (Halifax) grant.mackenzie66@hotmail.com



Woodlawn United Church
Schedule A: Facility Conditions of Licence
 Approved at Council: June, 2017
 Modified/Revised: March 18, 2020

1. The Licence will not be considered to be confirmed until these Conditions of Licence and the Facility Licence Agreement are duly signed and all antecedent requirements as set out in them are completed.
2. A fifty dollar (\$50.⁰⁰) non-refundable deposit must be made at the time of application.
3. The Licencee will pay the fees as outlined in the Facility Licence Agreement in accordance with its terms.
4. One-time licences must be paid in full no later than 10 (ten) days prior to use of the facilities unless approval for invoicing has been arranged in advance (i.e. government)
5. The Licencee is responsible for providing their own liability and property damage insurance coverage for the duration of the event, and must provide satisfactory proof of insurance to the Office prior to using the facilities. Acceptance of proof of insurance by the Office is in no way to be construed as a representation that such insurance is adequate for the Licencee's purposes.
6. The Licencee will not hold Woodlawn United Church liable for all claims of any kind arising from or related to the event, including without limitation, any claims for personal injury suffered by patrons, performers or event staff, however caused. The Licencee shall indemnify and hold Woodlawn United Church harmless against all claims, losses and damages arising from or related to the Licencee's use of the Agreement, however caused.
7. The Licencee is financially responsible for all damage to the property, real or personal, of Woodlawn United Church, arising from or related to the Licencee's use of the facility, however caused.
8. The Licencee will provide appropriate security, in that they will not permit entry into the building to anyone not connected with their event and will ensure the safety of the patrons and the security of the property, real and personal, of Woodlawn United Church.
9. All keys and fobs, if any, issued to the Licencee or its representatives will be returned to the Office immediately at the end of the event period.
10. Licencees will act in accordance with general instructions from the Church's representative. Licencees are responsible to ensure their staff (paid or otherwise) will do the same.
11. No announcement, advertisement or other publicity will be issued or released and no signs will be erected by the Licencee or their representative in connection with the Licence without prior approval of Woodlawn United Church.
12. Absolutely no smoking or vaping will be permitted in any part of any of the Church buildings. The use of any illegal substances is prohibited in any of the Church buildings or on any part of the Church property. All civic by-laws relating to smoking and vaping apply on all Woodlawn United Church property.
13. No food or beverages will be allowed in the Sanctuary without permission from the Rental Committee.

14. The licenced space must be left the way it was found; otherwise, an additional disassembly and/or cleaning charge will apply.
15. Licencees are required to be respectful of noise and activity levels that may impact other groups.
16. The Licencee is responsible for removal of all garbage, recycling waste, compost and all other waste generated as a result of the Licence. The Licencee shall ensure that all personal property brought, by the Licencee, its staff or patrons, onto the property of Woodlawn United Church in the course of the event, is removed immediately at the end of the event.
17. Group Licencees using the facilities are allowed, unless otherwise disallowed by the Rental Committee, to store one (1) tote. The tote can only be stored in such area as may be designated by Woodlawn United Church. Woodlawn United Church does not accept responsibility for any items left in storage.
18. The Licencee agrees to abide by the Fire Regulations provided to the Licencee and such additional or revised Fire Regulations as may be communicated to the Licencee.
19. The licencee agrees to abide by the Woodlawn United Church's Scent Free Policy.
20. The Ministry of the Church must always come first. In the event that a booking must be altered as a result of a church event (for example and without limitation, a funeral, congregational meeting, retreat or other church event), all efforts will be made to notify the booking party as soon as possible so that other arrangements may be made.
21. The Licencee will exercise the Licence only in a diligent and reputable manner.
22. The Licencee is responsible to ensure compliance with all laws and directives issued by governing authorities which apply to the Licencee's use of the Licence.
23. Nothing in the Licence shall be construed as creating a partnership, agency or joint venture or a landlord and tenant relationship and Woodlawn United Church shall not become bound by any representation, act or omission of the Licencee. Under no circumstance will the Licencee incur any obligation in the name of Woodlawn United Church.
24. The Licence is not assignable in whole or in part by the Licencee without the express written consent of Woodlawn United Church.
25. The Licence shall at all times be subject and subordinate to any present or future mortgages on the property of Woodlawn United Church and any renewals or extensions in relation thereto.
26. The acceptance by Woodlawn United Church of any payment under the Licence after a default by the Licensee shall not operate as a waiver of any other default or of the right of Woodlawn United Church to enforce any payment under the Licence, or to declare a forfeiture of the Licence. Failure by Woodlawn United Church to enforce any covenant after its breach, or any provision or condition after default, shall not operate as a waiver of its rights under the Licence.
27. No Animal, with the exclusion of service animals, shall be allowed inside the Premises of Woodlawn United Church except with the permission of Woodlawn United Church and after the Animal Policy of Woodlawn United Church is reviewed by the Licencee and agreed to in writing.
28. No Alcohol shall be allowed on the Premises of Woodlawn United Church except with the permission of Woodlawn United Church and after the Alcohol Policy of Woodlawn United Church is reviewed by the Licencee and agreed to in writing.
29. Any damages are to be reported to the Church office immediately and an incident form completed.
30. At no time and under no circumstances are minors to be left unattended. Proper ratios must be maintained for programming for children and youth. A qualified adult instructor is to be in attendance at all times.

31. Only those facilities agreed to in the completed Licence Application Form will be used or accessed by the Licencee, its staff or patrons and such. The Licencee shall ensure that it and its staff and patrons leave the licenced facilities by the end of every booked time period. The Licencee is responsible to pay such additional licence fees as Woodlawn United Church may in its sole and uncontrolled discretion may levy in addition to any other compensation for losses that may be incurred by the Church as a result of the breach of this the terms of this paragraph. Woodlawn United Church may in its sole and uncontrolled discretion cancel any future bookings of the Licencee, whether previously confirmed or not, if the terms of this paragraph are breached.
32. Only the designated Contact Person is authorized to make changes on behalf of the Licencee.
33. Woodlawn United Church reserves the right, in its sole and uncontrolled discretion, to refuse or cancel the Licence. If satisfactory arrangements to reschedule a cancelled event cannot be made, refunds of paid licence fees in whole or in part (excluding the deposit which is non-refundable) will be at the sole and uncontrolled discretion of Woodlawn United Church. In the event of cancellation of an event for any reason Woodlawn United Church shall not be liable for any resulting losses incurred by the Licencee. If the Licencee, at least two weeks prior to the booked time, notifies Woodlawn United Church in writing, by registered mail or by hand delivery to the Woodlawn United Church Office Administrator, that the Licencee wishes to cancel a one-time licence, the Licencee will be refunded the prepaid licence fees, but not the non-refundable deposit.
34. The Licencee shall forthwith, upon demand, reimburse Woodlawn United Church for all losses and expenses incurred as a result of the Licencee breaching any of the terms agreed to in connection with the Licence.
35. All agreements, covenants and indemnifications in connection with the Licence made by the Licensee shall survive the expiration or earlier termination of the Licence, anything to the contrary in the Licence notwithstanding.
36. Unless the context otherwise requires, words in these Conditions of Use of Licence, in the Licence Application Form and related documentation importing the singular in number only shall include the plural and *vice versa*, words importing the use of gender shall include the masculine, feminine and neuter genders, and words importing persons shall include individuals, corporations, partnerships, associations, trusts, unincorporated organizations, governmental bodies and other legal or business entities.
37. Groups or individuals who decide to terminate a contract with Woodlawn United must do so by providing 30 days notice, in writing. During this time, all keys and/or fobs are to be returned to the office, any storage facility is to be cleaned out and totes removed, and all outstanding amounts owed to Woodlawn are paid in full. Failure to do so will result in an additional fee being charged to the organization or individual named on the rental agreement, and sent to collections.
38. No group or individual using rental facilities provided to 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 written consent of Woodlawn United. Violation of this policy will result in possible termination of the contract and/or additional fees being charged against the applicant named on the contract.

I have read the Conditions of Licence and agree to abide by them.

Print Name of Licencee: _____

Signed: _____ Date: _____
Signature of Licencee or Authorized Representative

If Licencee is an organization:

Print Name of Authorized Representative: _____
Print Office of Authorized Representative: _____

Signed: _____ Date: _____
Printed
Name and Signature of Woodlawn United Church Officer