

# Facility Rental Policy

## Heritage Park Alliance Church

### Intent:

Revised March 3, 2017

The intent of this policy is:

- To establish principles and guidelines governing the rental of Heritage Park Alliance Church to members, adherents, community organizations or other third parties.
- To establish a rate structure for facility space, services, utilities and other conveniences.
- To provide guidance to staff.

### Principles & Guidelines:

The following principles and guidelines shall govern the rental of church space and/or the provision of facility services:

- The physical facilities of Heritage Park Alliance Church are to be used to advance the objectives of the church as stated in its Constitution, Bylaws and Statement of Faith
- The church's regular and scheduled ministries and events shall have priority over rental requests.
- The use of the facility by members, adherents, community organizations or other third parties must be compatible with the purpose for which the church exists.
- Where the function to be held does not specifically promote Christ, the church administration shall decide upon the merits of the application within the context of Heritage Park's purpose as applicable of community service, outreach and Heritage Park's vision statement.
- If any conflicts over what Christian practices mean for the purpose of using the church facility, the one and only arbiter will be the Lead Pastor or his designate.
- Special requests for fundraisers of non-profit organizations and concerts will be considered by our Leadership/Administration team to determine suitability for rental.
- Heritage Park reserves the right to accept or deny any rental request.
- Heritage Park should not be expected to financially subsidize the rental of space and services to persons and organizations that are not either affiliated with or supported by Heritage Park by renting space below cost, unless otherwise budgeted for.
- Facility rental cannot be confirmed until deposit and signed contract are received by our office.
- Revenues received shall be applied to Heritage Park's budget for the purpose of carrying out its objectives.
- Each rental request will require that Heritage Park be able to provide all of the support services. Should one or more not be available, the request will not be approved and notification will be given to the party requesting the rental.
- Serving of alcohol will be prohibited on these premises
- There is no designated smoking area and smoking will not be permitted inside the premises.
- Dancing is not permitted at wedding receptions held on site.
- The use of confetti, rice or real flower petals is prohibited in or around the building.
- Each user group is responsible for the behaviour of their own guests and participants. Any damage done to the church or church property by guests and participants will be the responsibility of the user.

### General Policies:

#### **Rates/Fees:**

Heritage Park shall develop a rate sheet outlining the fees charged for various rooms and services.

- The rates charged for space shall, at a minimum, cover the cost of utilities (electric, gas, water and cleaning) and as well should include costs associated with depreciation, mortgage costs, wear and tear, and liability.
- In addition, the rates charged shall, at a minimum, cover the costs of staff coordination and support personnel engaged to facilitate the rental.
- A 25% non-refundable deposit is required at time of booking. Rates and fees are subject to change at any time without notice.

### **Support Services:**

- Heritage Park administration shall determine the support services required to safely and effectively facilitate a specific rental and shall engage the required personnel.
- On site food preparation and cooking is not permitted, however, food may be provided if the meal is catered by a licensed and certified vendor and all other arrangements are in keeping with our policies and procedures.
- A designated security supervisor must be present at all times or satisfactory arrangements for security made with Heritage Park Alliance Church ahead of time when the building is being used by an outside charitable group.
- All electronic equipment owned by Heritage Park Alliance Church must be operated by the Church's qualified technician. That technician will be supplied for you at the posted fee.
- No equipment or property may be removed from the church without permission from the Facility Manager.

### **Promotion/Sales:**

- Written material shall be available by mail, email or web site access that shall provide pertinent information regarding facility rentals. Rates, terms and conditions shall not be published, but are only available upon request. Advertising of any kind on church property will require approval by our Leadership/Administration team.

### **Anticipated Uses:**

Heritage Park Alliance Church members/adherents as well as community individuals have occasional need to use the church's facilities for personal functions and are therefore welcome to utilize Heritage Park's facilities subject to a facilities rental fees and availability.

#### **Personal:**

- Birthday parties, recitals, baby showers, other showers, family gatherings, etc.
- Marriage Ceremonies, receptions, wedding showers. Definition of Marriage: We resolve that the definition of marriage is a matter of belief, doctrine and religious practice. Our congregation reserves the term "marriage" for the covenant relationship between one man and one woman to the exclusion of all others. Wedding ceremonies, receptions and showers held at Heritage Park Alliance Church shall be in support of a union under this definition of marriage. The Pastoral Staff shall be informed of any inquiry for space rental involving the wedding of any persons prior to commitment.

#### **Organizations:**

- Educational seminars, approved community events, Christian concerts, student group recitals or concerts, approved conventions, high school graduations, and worship services.

### **Non-Permitted:**

Heritage Park Alliance Church does not want to align or appear to align itself with organization or events that will cause its members or the general public to perceive Heritage Park Alliance Church in any other way except a church dedicated to positive, Christian beliefs and values. Therefore, Heritage Park Alliance Church shall not allow:

- Rental to Partisan political campaigns.
- Organizations or individual renters whose known purpose, statement or values are contrary to Heritage Park's basic Christian principles and/or Statement of Faith
- If any conflicts over what Christian practices mean for the purpose of using the church facility, the one and only arbiter will be by the Lead Pastor or his designate.
- Non-Heritage Park events that are deemed unsafe/risky or potentially damaging to facilities.

**Liability Issues:**

Heritage Park Alliance Church shall endeavour to maintain its facilities to offer a clean, safe environment.

- Heritage Park Alliance Church shall maintain liability insurance and inform insurer of its intention to rent facilities when same are available within policy guidelines.
- Rentals **may** be required to provide proof of liability insurance for activities carried on at Heritage Park Alliance Church and would have to provide such a certificate naming Heritage Park Alliance Church as co-insured.
- Heritage Park Alliance Church shall obtain details of any injury or accident arising out of the use of or rental of its facilities and forward same to its liability carrier.

Heritage Park Alliance Church will not be held liable for any infringement of copyright law that may occur on our premises during a rental.

**Role of Facility Staff:**

- Facility Staff will ensure that the room is clean. The Renter is responsible for leaving the room in the same neat orderly condition that was presented at time of rental.
- The Facility staff will ensure that the requested set up is in place prior to the rental according to the request received 10 days prior to the event.
- Additional staff will be scheduled to open and lock up the facility as directed by the Facility Manager or Director of Administration. An additional fee will apply to cover the cost of this staff person.

**Equipment Requests:**

Request for use of church equipment such as pianos, podiums, microphones, etc must be submitted and approved at least 10 days prior to the event through the office. The on site staff cannot accommodate last minute request for equipment. Heritage Park sound and technical equipment **must** be run by a trained Heritage Park Alliance Church technician and additional fees apply.

**Kitchen Supplies:**

Rental fees do not include use of the church’s disposable plates, cups, cutlery, napkins, tea and coffee. Users must supply their own kitchen supplies.

**Set Up & Decorating:**

Set up and decorating time, in addition to the time booked for your event, must be scheduled with the office and is subject to availability and **may** be subject to an additional fee. Auditorium platform items, equipment and greenery are not to be moved without the permission of the office. Requests for Heritage Park’s equipment and decorations must be submitted and approved at least one week prior to the event through the office.

**Review Cycle:**

This policy will be reviewed on an ‘as needed’ basis at the request of The Board of Elders or the Senior Pastoral Staff and the Rental Co-Ordinator of Heritage Alliance Park Church.

I/We have read and understand the policy as specified above and will comply with the guidelines contained therein.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

**HOLD HARMLESS AGREEMENT**

Between

**HERITAGE PARK ALLIANCE CHURCH**

And

\_\_\_\_\_

I, the undersigned, on behalf of \_\_\_\_\_, both during and following the term of this agreement, undertake to indemnify and save harmless HERITAGE PARK ALLIANCE CHURCH from and against any and all loss, cost, damages, expense and liability (statutory and common law) in connection with the injury or death or any person or any property or other damage sustained by \_\_\_\_\_, its directors, officers, employees, agents or volunteers, which may arise out of my/our activities in a safe and careful manner and I/we assume full responsibility for the conduct of my/our employees, members, volunteers and for their safety.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**ADDITIONAL REQUIRED INFORMATION**

- The lessee agrees to carry liability insurance for its staff, members, volunteers and others committed to its charge for a minimum of \$2,000,000.00.
- The name of the lessee's insurance company is \_\_\_\_\_
- The Policy number with the above insurance company is \_\_\_\_\_
- The expiry date of the above policy is \_\_\_\_/\_\_\_\_/\_\_\_\_(mm/dd/yy)

**THIS COMPLETED FORM MUST ACCOMPANY THE FIRST DEPOSIT IN ORDER TO RESERVE THE REQUIRED DATES.**