



## St Paul's United Church

*A Congregation of the United Church of Canada*

10206 100 Avenue, Grande Prairie, AB T8V 0V6

(780) 532-2415 [secretary@stpaulsuc.ca](mailto:secretary@stpaulsuc.ca)

### **Facility Use / Rental Policy and Procedures**

Purpose: To have a standard rental agreement and room rental rates for groups that want to rent space at St Paul's United Church.

#### **Process Overview**

1. The Facility Rental policy process includes the following documents:
  - a. Facility Use / Rental Policy and Procedures document
  - b. Facility Use Booking Request document
  - c. Facility Use Rental Rates Schedule
2. The Facility Use Booking Request document will be completed by the renter and/or St Paul's Office Manager.
3. St Paul's reserves the right to change or revise rental rates with any user group.
4. The St Paul's Office Manager has the right to waive any deposit when booking a Rental Agreement.
5. The St Paul's Office Manager has the right to refuse to enter into an agreement with any potential user group, at his/her own discretion.
6. Copy of Facility Booking Request will be sent to Council Secretary just for information sharing as to what is happening in our building, and to the Building Host if necessary.

#### **Space Availability Requests & Approvals**

- Requests should be made through the St Paul's Office Manager at (780) 532-2415 regarding the dates of the rehearsal (if required) and the event. Details will be captured on a Facility Use Booking Request.
- If the sanctuary is being used for a worship service (weddings, funerals etc) without a St Paul's Minister doing the service then Worship Committee and or Music Director should be notified and endorse approval for the event.
- Church sponsored activities should take precedence, but first come, first served is always going to be a factor, and all user groups will be accommodated as well and as equitably as possible on the calendar.
- A Facility Use Booking Request : will be signed by the renter and the St Paul's Office Manager
- Recurring, long term user groups will be asked to sign a new agreement annually and/or update contact information.

#### **Rental Space Considerations / Expectations of User groups**

1. St Paul's United Church, maintains third-party liability insurance for its property. It is a requirement that the outside group provides St Paul's with evidence of suitable liability insurance for the outside group in excess of \$2,000,000; with St Paul's named in the policy for the event. They may inquire with the Office manager about rates for an insurance policy we can arrange on the user groups behalf.
2. User groups must commit to respectful and responsible use of the Church building, contents and equipment. They must agree to reimburse St Paul's United Church for replacement costs resulting from any willful damage or damage caused by neglect during their event.

3. The organ and grand piano may be utilized but not moved by the outside group. Piano tuning will be charged, at cost, to the user group if requested.
4. User groups are responsible for their own set up and take down (leave it as you found it).
5. Set up of furniture, audio and video equipment and any other furnishings or equipment needs will be identified and pre-arranged as much as possible on the Facility Use Booking Agreement.
6. Use of the sound system and digital projection equipment will be permitted by special request only.
7. Fire regulations and seating space limitations in the sanctuary limit the seating to 388 persons and standing room is not permitted. The large basement limit is 286 and the small basement 214.  
*\*Note – Friendship Room limits to be posted next year when Fire Warden visits.*
8. Outside groups will be permitted to bring beverages into the Sanctuary, but are responsible for cleaning of any spills.
9. Limit refreshment service to outside on the “patio” space in front of the church, in the Friendship Room or basement.
10. Sale of CD’s and other materials of the outside group shall be permitted in any room except in the Sanctuary.
11. The outside group may have space in the Library, Work Room or Choir Room for the performers to change clothes, for gathering before the performance, and during the intermission. The Friendship Room kitchen shall be available for use to dispense refreshments for the performers and or attendees, as per rental agreement.
12. St Paul’s Staffing requirements (where applicable):
  - a. Building Host : A St Paul’s building host (volunteer) shall be in attendance for the event to assist the outside group with logistics and in emergencies. The Building Host shall be familiar with the St Paul’s Emergency Procedures Plan and Fire Safety Plan for the building and inform the outside group of the location of fire exits and safety procedures before the event. ( See fee schedule)
13. Promotion & Signs
  - a. Promotion of the event and programs shall be the responsibility of the outside group.
  - b. Outdoor signage must meet city bylaw guidelines and be approved by St Paul’s Church Office manager
14. Snow Clearing not guaranteed.
15. SOCAN Fees *and /or Music/Lyric Copyright Fees*(if applicable)  
*It needs to be discussed ahead of any event as to who (the user group or St Pauls) is arranging for and ensuring all copyright licensing requirements are in place for an event.*  
 Outside groups shall reimburse St Paul’s UC for the SOCAN “performance fees” for musical events at St Paul’s. St Paul’s will make application to SOCAN and remit the fees. The SOCAN fee schedule is available on the SOCAN web site and is currently 3% of the gross revenue from the musical events.
16. All documents related to this policy / process should be reviewed every three years.
  - a. Facility Use / Rental Policy and Procedures document
  - b. Facility Use Booking Request document
  - c. The Facility Use Rental Rates Schedule