**Facility Use and Rental Policy**

**Name of Church**

**Preamble**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church (“the Church”) is a religious entity composed of members sharing certain distinct and traditional religious beliefs, and exists solely to bring glory to God. The Church desires that its facilities be used only in a God-honouring and biblical manner. This policy (the “Policy”) confirms that no event or activity for which the Church facilities are permitted to be used is contrary to the traditional Christian interpretation of the Holy Bible or antithetical to the mission, values, and beliefs of the Church.

**Guiding Principles**

The Church facilities (including all assets owned, leased, or otherwise under the Church’s control, whether land, buildings, or chattels) may not be used for any event or activity, whether free of charge or under a rental agreement, except in accordance with the following principles (as amended and applicable from time to time):

* The use, event, or activity must not be prohibited in or contrary to, either expressly or by traditional interpretation, God’s Word, the Holy Bible.
* The use, event, or activity must not be prohibited in or contrary to the constitution and bylaws of the Church. In particular, the use, event, or activity must be in accordance with the Statement of Faith of the Christian and Missionary Alliance.
* The use, event, or activity must not be prohibited in or contrary to all other Church policy statements.
* Where there is any dispute arising with respect to whether a use, event, or activity is permitted by this Policy, the decision of the Board of Elders of the Church will govern. Decisions with respect to the use or rental of the Church facilities will be made in accordance with the principles set out in this Policy and the mission of the Church.
* The use, event, or activity must be one that can be conducted in a reasonable and safe manner without undue risk of injury to people or damage to the Church facilities, reputation, or ministry of the Church.

**Approved Facility Use and Prioritization**

Subject to compliance with the guiding principles above, the following are approved uses of Church facilities, listed in order of normal**\*** prioritization should there be more than one request for facility use at the same time:

1. Use of the Church facility for its own services, ministries, and programs;
2. Use of the Church facility for ministries that are directly associated with the Church such as (list the specific ministries here, e.g. daycare, school of music, etc.) and affiliated ministries of the Church;
3. Use of the Church facility for a funeral;
4. Use of the Church facility for a wedding;
5. Use of the Church facility by an associated church or organization, such as other churches within the denomination, where such use has been approved by the Board of Elders;
6. Use of the Church facility by a member or adherent for special family events such as birthday parties or anniversary receptions where the event has been approved by the Board of Elders;
7. Use of the facility for purposes other than those set out above as may be approved by the Board of Elders.

**\***Circumstances may arise where the above noted prioritization of use may not be appropriate. The Board of Elders (or their designate) may alter this prioritization if deemed necessary.

**General Requirements for Facility Use**

Any person or group renting the Church facilities must ensure the following:

* That the Church facility is cleaned and returned to its prior condition after use to a standard of cleanliness and order at least equal to the condition of the facility prior to such use.
* That no equipment or property be removed from the Church facility being used without authorization from and on terms and conditions determined by the Board of Elders.
* That kitchen facilities only be used if the kitchen supervisor for the event has the required and applicable governmental certification (e.g. food safe certificate).
* That the Church sound or other electronic equipment is only operated by a qualified person approved and on terms and conditions determined by the Board of Elders.
* That the presence, serving or use of alcohol, non-prescription drugs, or tobacco anywhere in the Church facility is strictly prohibited.
* That the Church is provided with such evidence of insurance or provided such other security or deposit in relation to the use, event or activity as may be required by the Board of Elders from time to time.
* That events designed for children under the age of 19 are supervised appropriately. Church standards for supervision will be provided.
* That the responsible parties enter into such written contract on terms and conditions as may be required by the Board of Elders from time to time.

**Facility Use and Rental Approval Process**

Except for subsequent uses by the same person or group for the same purposes,(listed above under the heading of Approved Facility Use and Prioritization) the Church facilities can only be used if the following process has been completed:

1. The person or group wishing to use or rent the facility has been provided with a copy of this policy.
2. The person or group wishing to use or rent the facility has completed and duly signed the Facility Use Rental Agreement, including the waiver of liability, and delivered such to the Church office.
3. The person or group wishing to use or rent the facility has provided any necessary rental fee, insurance, security or security deposit.
4. The Board of Elders has reviewed the Facility Use Rental Agreement (and when necessary, the Board designate has consulted with the Board) and provided written approval of the intended facility use and/or rental.

**Rental Fee Policy**

Facility rental rates for the Church will be set and reviewed annually. Deposits and all charges related to a rental will be consistent for all users. Members may not benefit from a reduction in rates or charges as prescribed by the Canada Revenue Agency.