APPENDIX 4.4

RENTAL POLICY

Policy Statement:
This policy supports the Grace United Church mission and our strategic objective to be an inclusive, intergenerational, community partner. The property and buildings were designed and developed to facilitate the achievement of that Mission. As such, the facilities and equipment are intended primarily for church functions such as worship, study, fellowship, meetings or other activities. We encourage the use of the facilities and equipment for non-church functions which do not conflict with church functions, subject to the terms of this policy and the rental agreement. We reserve the right, in the absolute discretion of Grace United Church, to decline any rental by any person or group if such group's values or proposed use of the facilities would be contrary to the Grace United Church mission, would expose Grace United Church to risks that it is unwilling to assume for any reason, would conflict with the Rules For Building Use or would be reasonably expected to conflict with church functions.

Scope:
This policy applies to rentals of facilities or equipment to individuals or organizations ("Rental Groups") for non-church activities. Equipment included in any rental agreement will not be removed from the church property. This policy also applies when a Grace member or adherent wishes to use the facilities or equipment for non-church activities. This policy does not apply to the manse so long as the Association for Community Living occupies the manse under a separate agreement.

Sponsorship:
Any committee of Council may sponsor a non-church group. In doing so, the requirement to provide liability insurance will be waived and the non-church group will be covered under the Grace liability insurance policy. The sponsoring committee may also reduce the rental rate.

Responsibilities:
Trustees - The Board of Trustees oversee rentals of church property on behalf of the Region, and administration of specific facility rentals is assigned by the Trustees to the Property Committee and office administrator. Trustees will obtain Region approval for any rental agreements assigning first priority or exclusive use of church property to a renter.

Property Committee – The Property Committee is responsible for administration of the Rental Policy, rental rates and related documents. The committee will review the policy and related documents annually and make revisions as appropriate. The committee will review rental rates at least annually and recommend adjustments to rental rates for Council approval. The committee will provide guidance to the office administrator regarding rental problems or exceptional circumstances.

Worship Committee – The Worship Committee will review and approve all requests to rent the sanctuary. The Worship Committee will maintain a policy regarding appropriate uses of the sanctuary.

Office Administrator – The office administrator is responsible for providing information to potential Rental Groups and negotiating rental agreements within the parameters of the procedures. The office administrator will ensure that rental payments are received and that the Rental Group adheres to the agreement. The office administrator will seek guidance from the Property Committee in the event of problems or exceptional circumstances. The office administrator will

maintain a comprehensive schedule that integrates all church and non-church functions, activities, events and rentals.

Contact Person – The contact person will be the authorized representative and will sign the rental agreement on behalf of the Rental Group. The contact person will be the single point of contact between the Rental Group and Grace United Church. The contact person will ensure that all participants in the event are aware of and follow the Rules for Building Use.

Grace Representative – A Grace representative will be identified for every rental event in the sanctuary. This person may be a staff member (e.g. custodian) or a member/adherent of Grace United Church. The Grace representative will be present and visible throughout the whole time the Rental Group is in the building, make sure furnishings are treated with care, ensure the building is left in a clean state at the end of the event, and lock up the building.

Security Representative – The security representative is provided when the Rental Group does not have a person trained in lock up. The security representative will meet the group when they first arrive, answer any questions they may have about room/table/chair usage and show the group where the cleaning supplies are kept that they will need at the end of the event. The security representative will arrange to arrive at the end of the event, as clean up is taking place. The security representative is not responsible to assist with clean up but will make sure tables and chairs are returned to proper areas, bathrooms are clean, all floors/carpets are clean, and after a banquet, the gym floor wet mopped.

Sound System Technician – The person designated to operate the sound system in the sanctuary.

Documents:
The following documents form part of this policy:

Rental Contract – the office administrator must complete a copy of the rental contract for each rental. The rental contract must be signed by the office administrator and the contact person to signify acceptance. The contact person and the Grace representative or security representative must sign the rental contract at the close of the event.

Rental Rates – Lists the current rental rates, including the performance bond and hourly rates for the Grace representative, security representative, and the sound system technician.

Rental Sponsorship Form – A Grace committee will complete this form to accept sponsorship of a non-church group for rental. Sponsorship may include proof of liability insurance being waived, a change of rental rates, or both.

Worship Committee Approval Form –The Worship Committee will complete this form to approve the use of the sanctuary. The contact person will provide the details the Worship Committee needs to make their decision.

Rules For Building Use – This document summarizes the rules that the Rental Group is required to adhere to while renting the facilities. The contact person will initial, sign and date the document to indicate acceptance of the rules on behalf of the group, and the responsibility of passing the information on to the group.

Peanut Allergy Letter – This document explains and emphasizes our reason for striving to be a peanut/nut free facility. It is given to the contact person when the contract is being signed.