

## 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 activities.

We encourage the use of the facilities and equipment for Non-Church activities which do not conflict with Church activities, subject to the terms of this policy and the rental contract. 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 activities.

### 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 contract will not be removed from the Church property. This policy does not apply to the manse so long as the Association for Community Living occupies the manse under a separate contract. Rental of Grace facilities to commercial tenants is outside the scope of this policy.

For clarity:

- "Church activities" means those activities related directly to the Church mission such as worship, meetings, events, weddings and funerals.
- "Non-Church activities" means all other activities.
- Guiding/Scouting programs are administered as Rental Groups (i.e. Non-Church activities).as they don't require Grace to serve in a formal host role.
- Use of the facilities or equipment by a Grace member or adherent for personal or private activities are administered as Rental Groups (i.e. Non-Church activities).
- The participation/leadership of a Church member in a Rental Group does not grant "Church activity" status.

Church activities must be scheduled by the organizer in consultation with the Office Administrator to avoid schedule conflicts. The Office Administrator may require the organizer to complete a Rental Contract to document the event details and needs.

### Insurance

Grace United Church carries general liability insurance to cover claims that may be filed against the Church, including claims of property damage, reputational harm, advertising injuries, and bodily injury. In the absence of insurance, the Church would have to cover the costs out of pocket. The Grace insurance provides protection for all Church activities. Rental Groups and their organizers would most likely be named in the event of a claim involving their activities.

Rental Groups must obtain general liability insurance to cover their group and protect their organizers from claims. Coverage amount should be no less than \$2 million. Grace United Church must be named as an "additional insured" on the policy. Insurance can be obtained by:

- Purchasing a policy through a broker of choice.
- Purchasing United Church of Canada Event insurance through [Hub International](#).

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Any exception to the insurance requirements must be approved by Grace Council.

### Sponsorship

Any Committee of Council may sponsor a Rental Group to reduce or waive the rental rate.

The sponsoring Committee must provide the rationale for the waiver(s) on the sponsorship form.

Sponsorship does not imply that the Rental Group (i.e. Non-Church activity) is transformed into a “Church activity”.

### 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.

*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 contracts within the parameters of the procedures. The Office Administrator will ensure that rental payments are received and that the Rental Group adheres to the contract. The Office Administrator will seek guidance from the Property Committee in the event of problems or exceptional circumstances. The Office Administrator may, at their discretion, waive the requirement for Performance Bond for certain Rental Groups. The Office Administrator will maintain a comprehensive schedule that integrates all functions, activities, events and rentals.

*Contact Person* – The Contact Person will be the authorized representative and will sign the rental contract 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 entire 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 is wet mopped.

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

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### 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 Chairperson will complete this form to accept sponsorship of a Rental Group.

*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/Nut Allergy Letter* – This document explains and emphasizes our reason for striving to be a peanut/nut free facility. If the Rental Group is bringing food items into the church, the letter will be signed by the Contact Person when the contract is signed.

*Rental Group Insurance Information* – This document provides information to Rental Groups about insurance requirements and how to obtain insurance.