

HEPBURN MB CHURCH -- POLICY AND PROCEDURE STATEMENT

SUBJECT: <p style="text-align: center;">Rental of Building, Equipment and Furnishings</p>	CATEGORY: <p style="text-align: center;">Facility Usage</p>	NO. <p style="text-align: center;">BOM - 003</p>
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PREAMBLE

It is our belief that the Hepburn Mennonite Brethren Church (HMBC) is an integral part of the Hepburn community and wishes to participate with the community in the use and sharing of our church facilities within the confines of our spiritual beliefs.

POLICY

1. The church building may be used for all normal church activities at zero base fee. The church building may be rented at a base fee per function. See FEE schedule below
2. Renters are responsible for cleaning all areas of the facility, which they use. If the renters do not properly clean all applicable areas, extra cleaning charges will apply. see RELATED POLICIES #2 below.
3. If audio-visual (AV) services are required, the renters must request the service of an experienced HMBC AV technician. Payment for this service is included in the rental fee.
4. A few listed portable items may be rented for use off the premises at a set fee per day per item.
5. The cost to repair any damages to the grounds, building, equipment or furnishings will be charged to the person(s) renting the facility.
6. HMBC is a smoke-free facility. The use of any tobacco products, alcoholic beverages and illegal drugs is prohibited anywhere on the premises.
7. HMBC reserves the right to disallow rental of the facility, in whole or in part.

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DEFINITIONS

1. "Community" includes church adherents, members, direct family of members and residents of Hepburn and the immediate area.
2. "Business Use" includes any activity that charges a fee for the activity.
3. Normal Church activities includes all board meetings, church boards, (ie women's ministry, men's groups, children's activities, youth functions) and any community functions approved by BOM deemed as a church activity. A normal church activity would also include anything announced within the church where all members and adherents are invited to attend a function or event. (Some examples include wedding shower, baby shower, golden anniversary, etc)

PROCEDURES

1. All functions should be booked one week in advance if practical. Renters must call the office to discuss specifically which areas of the building and grounds they wish to use. Offices and libraries are not normally available. The kitchen, tables and chairs, and basement rooms must be specifically requested and booked. Guests should restrict their activities to only those areas which were booked.
2. Each applicant shall first read this document and may thereafter sign the rental agreement. By signing the agreement, the applicant confirms that he or she has read, understood and agreed to comply with this policy and these procedures.
3. Contact information:
HEPBURN MB CHURCH
PO Box 237
Hepburn, SK S0K 1Z0
Ph: 306-947-2085
Fax: 306-947-2477
Email: office@hepburnmb.com
Website: www.hepburnmb.com
4. Subsequent to booking confirmation, all renters shall make arrangements for unlocking and locking with the HMBC office several days in advance of the function.

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5. FEES:

- 5.1. The base fee for building rental shall be \$200 per day for any non commercial functions of 50 people or more.
- 5.2. The fee for commercial functions shall be \$ 500.00 per day, prorated for hourly or partial building use.
- 5.3. There shall be a \$ 200 damage deposit charged for any functions of 50 people or more, payable at time of booking, refundable if users comply with all rental policies.
- 5.4. Portable items that may be rented for use away from the church premises are restricted to:

Juice thermos	\$10 per thermos per day
round and/or rectangular tables	\$10 per table per day
coffee urns	\$10 per urn per day
electric roasters	\$10 per roaster per day
tablecloths	\$12 per tablecloth per day which will be paid directly to a kitchen committee member

Any items not listed above are NOT available for use away from the church premises. For example, chairs, dishes, cutlery, electrical appliances, tools, sound and video equipment, etc. shall not be removed from the premises

- 5.5. The base fee plus all additional charges shall be paid to HMBC within 30 days of the function.

RELATED POLICIES/DOCUMENTS

1. Facilities and kitchen usage guidelines:

- 1.1. If the kitchen has been booked, all kitchen equipment is available for use.
- 1.2. All consumable products such as disposable plates & cups, coffee, stir sticks, creamers, sugar, etc. are to be supplied by the group or individual(s) booking the kitchen.

2. In each area which they use, the users are responsible to ensure the following:

- 2.1. Nothing is to be changed in the church or removed from the walls and doors without approval.

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- 2.2. Any kitchen items used by the group shall be washed, dried and returned to their original places.
- 2.3. All counters shall be wet wiped and dried.
- 2.4. Any spills shall be wet mopped and dried.
- 2.5. All tables shall be wet wiped and dried.
- 2.6. All tables and chairs shall be returned to their original places.
 - 2.6.1. Tables & chairs shall NOT be dragged across the floor. Moving dollies shall be used.
- 2.7. All used tea towels and dish cloths shall be left spread flat on the counter beside the sinks to dry for pick up later.

APPLICABLE LEGISLATION OR REGULATIONS

None applicable.

AMENDMENT HISTORY

- 1. Original issue date: July 2011, which was based on previous undated versions
- 2. Revision dates: September 20, 2018
- 3. Revision notes:
 - a. reorganized into standard format with several editorial and grammatical corrections
 - b. added Policy item 6.
 - c. combined old Facilities Guidelines and Kitchen Guidelines under Related Policies/Documents
 - d. added Related Policy items 2.4 and 2.9.1
- 4. Scheduled review date: December 2020

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