

The Christian Reformed Church of Stratford
Policy on Rental of Church Facilities
(Revised February 7, 2006)

Background

The main issues involve ensuring that policies and practices in this area comply with Revenue Canada requirements as they relate to charitable activities so that the charitable registration with Revenue Canada is not jeopardized, and ensuring that legal and insurance exposure is minimized by following required and/or generally accepted practices.

General Principles

Our church building and property belongs to the Lord, and all activities and department within the building and on the property shall be consistent with this belief.

First priority in the use of our buildings and property shall go to the meetings and functions of the congregation as a whole, and to the meetings and functions of our groups, ministries and agencies within this church. These church functions do not need to be booked in accordance with this policy. All other usages, however, must be booked in accordance with these guidelines.

No booking shall be accepted that will conflict or interfere with any Christian Reformed Church of Stratford function.

No booking shall be accepted for the use of the facilities unless approved by council.

No booking shall be accepted for any sports activity on a Sunday.

When the kitchen is rented to prepare and/or serve food, our kitchen co-ordinator will oversee the appropriate usage of all equipment and ensure that cleanup conforms to the public health regulations.

No persons, except those trained and appointed by the C.R.C. shall operate the sound system. Where the use of such are desired by the applicant, one of the sound personnel will operate them.

Our custodians will unlock, arrange the necessary light, heat and room arrangements before each rental; lock up after each rental. No keys will be given out to renters at any time.

ALL BOOKINGS for use of any church facility must be done through the secretary.

We will not enter into long-term rent/lease agreements unless approved by council.

No individual or group renting any or all of the facility shall store their materials, equipment, furnishings or other property unless all of the following conditions are fully met:

- a) prior approval has been secured for such storage by council
- b) a complete listing of items stored is filed with the church office (and updated whenever necessary)
- c) a start date and an end date is set, in advance of the storage, as to when the materials will start to be stored and when all of the items will be removed again
- d) the act of storing these items is not encroaching on the regular activities and ministries of the church
- e) the applicant specifically agrees to save harmless the church for any loss, theft or damage to the above items

When the above conditions are not met, items left on the premises for more than twenty-one days shall be deemed to be abandoned and shall become the property of the church, and dealt with accordingly.

This policy applies equally to all individuals, groups and organizations regardless of their past, present or future relationship with the Stratford Christian Reformed Church. This policy is for all usages of our building and property.

This policy replaces all previous policies and precedents and is to be considered the only working agreement in effect for rentals as of the above date.