

# Community Christian Reformed Church Facility Rental Policy

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## Part I | Facility Rental Policy Overview

This policy ensures that Community Christian Reformed Church (CCRC) facilities are well managed and used in ways consistent with our mission to glorify Jesus Christ by growing in relationship to God, each other, and our community. CCRC is committed to being an active member of the Waterloo Region community and supportive of community events. We intend to make our facility available to not only our congregation but also the community at large. This policy reflects this priority while protecting our values and beliefs.

CCRC will not charge for the use of its facilities for activities directly related to its charitable purpose. We will not charge for funerals (subject to availability), though fees will apply for technical support, custodian and reception costs. All other activities will be subject to the fees listed herein.

All rentals are subject to the terms and conditions set out in this policy.

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## Part II | Guidelines and Prioritization of Facility Use

Requests for facility use will be prioritized in the following order:

1. CCRC events under full authority, control, and supervision of its staff or volunteers.
2. Weddings & funerals (subject to approval), with all weddings performed according to CCRC's [wedding policy](#). All officiating ministers or marriage commissioners must be approved by the designate of CCRC.
3. Not-for-profit and other charitable groups with similar purposes, who in word and deed align with the charitable purposes of CCRC.
4. Private and for-profit groups (who will not sell products or services on site) or individuals whose activities do not contravene the CCRC mission.
5. Government, in its capacity as a representative of the public, whose activities enhance community engagement and that do not contravene with the mission of CCRC.

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## Part III | Reservation Information

1. All reservations for rental or facility use of CCRC must be made through the office.
2. CCRC reserves the right to limit the use of its facility at any time to any group or person.
3. Reservations are made on a "first come, first served" basis. Multiple rentals may occur at the same time provided that they are not in conflict.

4. The applicant must be present during the rental.
5. The applicant is responsible for the conduct of all attendees and for the condition of the facilities, property and equipment that are being used.
6. It is the responsibility of the applicant to familiarize themselves with the location of exits, fire extinguishers and other safety needs.
7. Youth under 18 must be supervised by an adult at all times.
8. Damage should be reported to the church office/attendant (519-743- 9482) as soon as possible.
9. CCRC is not responsible for personal property or injuries that may occur during facility use.
10. Third-party liability insurance is required (minimum \$2 million) and a copy must be provided to the church office to confirm the rental booking. If you do not have insurance, it can be purchased by PAL Canada – more information can be found at [www.palcanada.com](http://www.palcanada.com).

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Variances in church use policy may be granted by the Office Administrator upon request. Requests for significant variances from policy will be reviewed by the custodian and property committee chair, as necessary. The Office Administrator has the authority to make decisions relative to restrictions. Restrictions include (but might not be limited to):

#### **General**

1. No confetti, rose petals, rice, or any other material may be thrown in or around the church property.
2. Usage is limited to areas/equipment/facilities rented or reserved.
3. Decorations are to be limited to those which will not damage surfaces or fixtures.
4. Use of sports equipment owned by the church must be requested. Extra fees may apply.
5. Mechanical equipment and related controls may not be touched.
6. All supplies in the kitchen are the property of CCRC.

#### **Food and Beverages**

1. No food or beverages are allowed in the church sanctuary.
2. Alcohol, smoking and vaping are strictly prohibited in the building and on the grounds.
3. Peanut/peanut products and nuts are not to be served on the premises.

## **Church Facilities**

1. The grand piano in the sanctuary may not be moved.
2. The renting party is responsible for returning facilities and equipment to their previous condition after use. Failure to do so may result in additional fees for extra custodial work. The Office Administrator, in consultation with Custodian will determine any additional fees.

## **Kitchen/Catering Guidelines**

1. The kitchen is not a licensed commercial kitchen and cannot be used for meal preparation. The kitchen may be used for “warming” purposes only and is classified as a servery.
2. Coffee, paper products, condiments, etc. are for the use of CCRC ministries only. Those renting the kitchen must purchase their own supplies.
3. Procedures for the preparation of coffee and the use of coffee perks are posted in the kitchen.
4. Outside catering may be used with a caterer agreement.

## **Facility and Equipment Information**

1. The sanctuary seats 780.
2. The gymnasium seats 400 at tables (fire code occupancy limit). Various seating options are available and can be determined by speaking with the Office Administrator or Custodian.
3. Meeting rooms are available with varying seating capacities depending on layout and setup. Rectangular tables are available.
4. The church is wheelchair accessible and has 380 parking spaces.
5. Technical equipment is available in the sanctuary including projection, sound system and live steam video, and may only be used by approved persons. Extra fees may apply.
6. All equipment and property are to remain on the premises in the building.

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## **Part IV | Specific Guidelines for CCRC Ministry Use**

1. CCRC ministries should assist with set-up and take-down as much as possible on a regular basis and for extra events.
2. CCRC ministries should inform the Office Administrator of their activities to facilitate custodial assistance as required.
3. Set-up, take down and clean-up from ministries will be needed when extra events occur on Saturday or Sunday. When using the facility please return the room to original condition unless requested otherwise.

4. The Office Administrator should be advised of all ministry meetings and events at the facility, and any inquiries.
5. The use of the facilities is limited to those areas reserved.
6. The reserving person must be present at all times during facility use and is responsible for the conduct of all in attendance. This person will assume responsibility for any damage to property, equipment or facility.

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## **Part V | Videography and Photography**

CCRC assumes no responsibility for any user-generated images (video or photography), taken at any rental event. It is agreed by the renter that the responsibility for the content of videos and photographs rests with the organization and/or persons renting the facilities. CCRC is not responsible for monitoring or policing the recording of video or photographs and it is your responsibility to understand and to know what is being recorded and how these pictures or videos will be used, including exchange with others, or electronic publication or distribution.

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## **Part VI | Terms and Conditions**

1. To confirm a rental booking, a deposit of \$100.00 is required (e-transfer to [rentals@ccrc.on.ca](mailto:rentals@ccrc.on.ca) (auto-deposit enabled) or cheque payable to **Community Christian Reformed Church**) along with a Certificate of Insurance and a signed rental agreement. The deposit will be deducted from the total rental fee, and is non-refundable should you decide to cancel. All rental fees must be paid before the event unless other arrangements are made.
2. Extra charges may apply for damages, breakage, or additional cleaning as determined by the Office Administrator, in consultation with the Custodian.

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## Part VII | Acknowledgement

I (we) the undersigned, have read, understood and agreed to all terms and conditions pertaining to the Community Christian Reformed Church rental policy and agree to pay for any damages incurred by myself or any of my guests. Furthermore, the Community Christian Reformed Church will not be held accountable for losses, damages or injuries incurred while in or on the church property. I (we) accept full responsibility for the actions of any and all individuals attending the above function.

I (we) the undersigned, have read, and understand that CCRC assumes no responsibility for any user-generated images (video or photography), taken at any rental event. It is agreed by the renter that the responsibility for the content of videos and photographs rests with the organization and/or persons renting the facilities. CCRC is not responsible for monitoring or policing the recording of video or photographs and it is your responsibility to understand and to know what is being recorded and how these pictures or videos will be used, including exchange with others, or electronic publication or distribution.

Applicant's signature: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_