

PROPERTY USE

Purpose of the Policy

The Metropolitan United Church building is a valuable physical asset which can be utilized to generate income to support church activities. This policy is designed to establish appropriate parameters for renting the church facilities to outside users. It delineates appropriate use and procedures for rental.

Definition of Outside Use

Events, activities or occupancy which meet all of the following criteria are considered internal use:

1. Are within the Metropolitan United Church's charitable and religious mission and vision;
2. Advance Metropolitan United Church's ministries and work;
3. Are supervised and operated by Metropolitan United Church's staff and/or volunteers; and
4. Are formally sponsored and approved by the Metropolitan United Church leadership.

All other use which does not meet these four criteria is considered **outside use** and is subject to rental fees.

Prohibited Activities

At Metropolitan United Church, the following activities are prohibited:

1. Activities which present an unreasonable risk of bodily injury or damage to property, and
2. Activities which contravene Metropolitan United Church's mission, vision and statement of faith.

Duties of Renter

The renter provides:

1. A waiver of legal liability against Metropolitan United Church along with an undertaking to indemnify Metropolitan United Church for any legal liability arising from bodily injury or property damage caused by the renter's negligence;
2. A Certificate of Liability Insurance confirming coverage in the amount of \$2 000 000 General Liability, and Tenants Insurance which names Metropolitan United Church as Additional Insured for any legal liability arising out of the renter's negligence;
3. A duly executed Rental Agreement; and
4. A non-refundable deposit in the amount of ten percent (10%) of the rental cost. The deposit will be applied against the rental cost after the facilities are used if no damage has been sustained.

Furthermore, the renter will:

1. Respect the church property;
2. Cooperate with church staff;
3. Make sure they are familiar with evacuation procedures in case of a fire or other disaster;
4. Respect other groups using the church property at the same time; and
5. Vacate the church premises at the agreed time and in clean condition.

Duties of Metropolitan United Church

The church will:

1. Provide the rented premises in clean and working order as per the rental agreement;
2. Ensure the church is opened and locked at the beginning and end of the rental period;
3. Provide security as per the rental agreement;
4. Provide heat, light and water as per the rental agreement; and
5. Carry its own liability insurance in the amount of \$2 000 000.

Procedures

1. All rental requests are processed through the church office. (You may want to designate one individual; e.g. Office Administrator.)
2. The Office Administrator or designate maintains a master Facilities Use Calendar so that availability of space may be quickly determined.
3. The Office Administrator determines the renter's requirements, then coordinates with custodial staff to ensure that set-up, take-down and cleaning can be accommodated.
4. The Senior Minister has final approval of rental use of Metropolitan United Church. Use must be consistent with the definition of outside use and must not be a prohibited activity.
5. Once approval has been received, the Office Administrator proceeds to execute the rental agreement and negotiate payment details.
6. The Office Administrator or designate ensures that appropriate staffing is available for the event. This includes Security, Electronic Technician and Custodial Staff.
7. The Office Administrator coordinates with Custodial Staff to develop a weekly calendar of events to include set-up and staffing required.
8. An on-call administrator should be designated for events after normal office hours in case Security or Custodial Staff encounters difficulties.
9. After the event, the Office Administrator or designate invoices the renter for the balance owing as per the payment negotiated.

Building Rental Rates

Room Rentals

Area	Hourly Rate ¹	Minimum Rental	Additional Time ²
Sanctuary	\$125/hour	4 hours	\$125/hour
Great Room	\$35/hour	3 hours	\$35/hour
Parlor Kitchen	\$20/hour	3 hours	\$20/hour
Met Hall	\$35/hour	2 hours	\$35/hour
Vineyard	TBD case by case	3 hours	
Vineyard Kitchen	TBD case by case	3 hours	
George Goth Hall	TBD case by case	2 hours	

Notes:

¹. Includes set-up, tear-down and usage time

². Per hour or part thereof

Support Costs

Support	Hourly rate	Minimum	Notes
Custodial	\$17.50/hour	2 hours	
Security	\$15/hour	2 hours	
Sound Technician	\$30/hour	2 hours	If requires sound board; Additional billed at \$15/30 minutes
Utility Surcharge	\$15/hour		Billed in 30-minute increments
Stage set-up and tear-down	Flat fee	\$500	

Related Metropolitan Policies

- Risk Management
- Fire Protection

Related Documents/External Resources

- Rental Check List
- Worksheet of requirements for each event
- Rental agreement – Suggest ask one of the lawyers in the congregation to assist with drawing this up

PROPERTY USE	
Approval Meeting of Board of Elders:	June 26 2014
Approval by Property Use Committee:	November 2013
Previous Version Date:	November 2013
Group/Committee Responsible:	Property Use Committee