

FACILITY USAGE POLICY

Aldergrove Canadian Reformed Church
2469 - 267th Street
Aldergrove, BC

Statement of Purpose

Aldergrove Canadian Reformed Church (“ACRC”) is a religious organization and entity composed of members sharing certain distinct and historical religious beliefs, and exists solely to bring glory to God. ACRC is a registered charity, is not operated for profit, and has as a primary purpose the promotion of the Christian faith through its members as they seek to honour God and serve Him as set out in the Holy Bible and as summarized in the Confessions (i.e. the *Three Forms of Unity* [*The Belgic Confession*, *The Heidelberg Catechism*, and the *Canons of Dort*], the *Ecumenical Creeds* [*The Apostle’s Creed*, *The Nicene Creed*, and *The Athanasian Creed*], and *The Church Order* [as amended from time to time]) (the “Religious Beliefs”).

ACRC desires that its facilities be used only in a God-honouring and Biblical manner, consistent with the Religious Beliefs. The facilities have been dedicated to the glory of God, and all activities that take place in these facilities should reflect this commitment. This policy confirms that permission will not be given for the use of ACRC facilities for an event or activity which may be contrary to the historical Christian interpretation of the Holy Bible, the Religious Beliefs or antithetical to ACRC’s mission, values and beliefs as set out herein.

To accomplish the charitable objects of ACRC and to advance the Religious Beliefs, ACRC, among other things:

- Holds weekly worship services;
- Provides catechetical instruction for the youth of the church and others who seek to be instructed;
- Holds Bible Study groups for the youth, and for the older members of the ACRC;
- Provides pastoral care where it is needed among ACRC members and others;
- Conducts weddings of those committed to serve the Lord according to the standards confessed by ACRC and desiring to enter into a marriage that is consistent with the Religious Beliefs;
- Conducts funerals for deceased members of ACRC;
- Maintains a property and facility for worship and congregational activities described herein at 2469 267th Street, Aldergrove, BC (collectively, the “Facilities”);
- Supports Ministers of the Word consistent with, and for the purpose of, advancing the Religious Beliefs;
- Donates funds to maintain a seminary for the further promulgation of the Religious Beliefs;
- Donates funds to mission projects conducted by other Reformed Churches both within and outside of Canada, again for the further promulgation of the Religious Beliefs;

- Donates funds to assist related Reformed Churches that are also registered charities and that are not financially self sufficient;
- Conducts hymn sings and fellowship meetings at Seniors' homes;
- Carries on evangelistic endeavours including, among other things, an annual Vacation Bible School Program and other things consistent with the Religious Beliefs.

Other Relevant Documents

To be clear, anyone who desires to make use of the facilities should familiarize themselves with the following documents of ACRC:

- Position Statement on Sexuality
- Dispute Resolution Policy and Procedure
- Liability Waiver

Statement of Lifestyle

- Consistent with the Religious Beliefs, the members of ACRC commit themselves to live according to the Religious Beliefs including the Ten Commandments, the understanding of which is summarized in Lord's Days 34-44 of the *Heidelberg Catechism*; and submit themselves to the supervision of ACRC with respect to whether their lifestyle is in accordance with this standard.
- In particular, on Month Day, Year, ACRC, acting through the Consistory, adopted a statement regarding its beliefs concerning the Biblical teaching on sexuality, which statement forbids sexual behaviour of any kind outside of the marriage between one man and one woman, as such behaviour is contrary to the teachings in the Holy Bible and therefore antithetical to the core of the Religious Beliefs.

Use of Facilities

The scheduled worship services and programs of the ACRC have at all times first claim to the use of church facilities. When possible, the facilities will be made available at cost for the private use of others, **subject to the fee schedule** in the Facility Usage Agreement.

The purposes for which ACRC facilities are used must be consistent with the adopted Confessions and Statements and Policies of ACRC. All groups must be willing to allow a pastor or designated church representative to attend and make pertinent comments. Wedding ceremonies and receptions of those that are not members of ACRC require a written request, including pastoral references and the reason the Facilities are required. All activities must be respectful to the nature of the Facilities and grounds, and must abide by the terms and conditions as authorized by this Policy.

A. The following are **Approved Uses** of the Facilities:

1. ACRC'S own services, ministries, classes and programs;

2. Use by or for ministries that are directly associated with ACRC such as Bible study groups;
3. Funeral services for an ACRC member;
4. A wedding of an ACRC member where the wedding is being conducted by a pastor who ascribes and adheres to the doctrinal statements of the ACRC described in the Religious Beliefs;
5. Use by an associated church or organization whose use of the Facilities will not be contrary to the Religious Beliefs or the Statements and Policies of the ACRC;
6. The funeral of a person who is not a ACRC member or adherent where such a funeral would not be contrary to the Religious Beliefs or Statement of Lifestyle;
7. Use by a member or adherent of ACRC for special family events, such as birthday parties or anniversary receptions, where the event would not be contrary to the Religious Beliefs or Statement of Lifestyle;
8. A wedding or wedding reception of a person who is not a ACRC member or adherent where the wedding is not inconsistent with the definition of Biblical marriage as set out in the Statement of Lifestyle, and is conducted by a marriage commissioner who is in agreement with the Religious Beliefs and Statement of Lifestyle;
9. Other purposes as may be approved by the ACRC council/consistory provided that they are entirely consistent with the Religious Beliefs and the Statements and Policies of the ACRC.

(Together, the “Approved Uses”)

The Consistory/Council has the ultimate authority to decide on request for facility use. It may delegate the authority to consider and decide on such requests to a Committee of Administration or some other committee appointed for that purpose.

B. Permission to use the Facilities for Approved Uses may be granted to a party wishing to rent the Facilities (a “Renting Party”) provided that:

- The Renting Party signs a waiver of liability against ACRC and its trustees, members, Council, employees and other volunteers;
- The Renting Party books the use of the Facilities not more than [00] months in advance of the booking date.
- The Renting Party agrees to indemnify ACRC and its trustees, members, Council, employees and other volunteers for losses occasioned by the use of the Facilities by the Renting Party;
- The Renting Party provides a certificates of insurance evidencing that it has insurance coverage acceptable to ACRC, including comprehensive general liability coverage and event legal liability coverage, and that ACRC is an additional insured party under such insurance policies;
- The Renting Party provides a liquor license if permission is granted by the Committee of Administration or other committee appointed by ACRC Council to supervise the rental and use of the Facilities for the consumption of alcohol on the premises.

C. The following further conditions apply to any use of the Facilities:

- Permission to use the Facilities must be obtained from the Committee of Administration or other committee appointed by the Council to supervise the rental and use of the Facilities;
- The Facilities, or any part of them, may not be used for “for profit” activities or adventures in the nature of trade;
- The Facilities, or any part of them, shall only be used for the purpose for which the Renting Party has received approval from ACRC;
- The Facilities, or any part of them, shall not be used in any circumstance for the solemnization or celebration of a same-sex wedding or marriage, or for an event related to the solemnization or celebration of the homosexual worldview or lifestyle or for any other purpose inconsistent with the Statement of Lifestyle or Religious Beliefs;
- The Renting Party shall sign a Facility Usage Agreement as provided by ACRC and as may be amended from time to time.

The Facility Usage Agreement will set out:

- The purpose of the event;
- An acknowledgement that the Renting Party is aware of the Purpose of ACRC and the Statements and Policies [LIST SPECIFIC STATEMENTS OR POLICIES REFERRED TO ABOVE] and will respect these policies and statements;
- That the Renting Party agrees to be bound by the rules for the use of the Facilities as set out in this policy and as further stipulated by ACRC from time to time;
- That the Renting Party will remunerate the caretaker for extra time at a rate determined by the Committee of Administration;
- That the Renting Party will pay for any costs incurred by ACRC, incidental to the use of the Facilities, as such costs are determined by the Committee of Administration;
- The portion of the Facilities that the Renting Party may access for its event;
- Whether the Renting Party may use the musical instruments, and on what terms;
- Whether the Renting Party may use the sound system, and on what terms.

The Facilities shall only be used in accordance with the following

General Rules:

- No smoking anywhere on or within the Facilities;
- Consumption of wine is permissible at functions in the fellowship hall and during the celebration of the Lord’s Supper. Other than outlined previously, there shall be no other consumption of alcoholic beverages on or within the Facilities without the express written permission of ACRC and without a liquor license;
- No high risk activities of any nature on or within the Facilities;
- No sports or sport-like activities on or within the Facilities;
- No confetti or rice on or within the Facilities;

- No defacing or damaging the walls, ceilings or other surfaces of the Facilities by hanging posters with pins or masking/duct/scotch tape or other similar activities (poster putty and painter’s blue tape allowed);
- Floral arrangements or decorations of any kind shall not be placed on the musical instruments;
- Unless expressly permitted by the Committee of Administration, no furnishings within the Facilities may be moved.

(Collectively, the “General Rules”)

- In the event of any ambiguity in these rules, and where further interpretation and elucidation of them is required, ACRC Council shall have the absolute authority to rule on such matters.
- ACRC will only approve a rental of the Facilities after due consideration of the proposed uses by the Renting Party and confirmation by ACRC that the proposed uses are within the Acceptable Uses. Despite having first granted permission for the use of the Facilities, ACRC reserves the right to cancel any Renting Party’s use of them where it becomes apparent that the Facilities are not being used for Acceptable Uses or otherwise than in accordance with this Policy, and the Renting Party then forfeits whatever deposit or monies have been paid to ACRC.

Adopted by the Council of ACRC of 2469 267th Street Aldergrove BC in its meeting of [DATE].

Signed: _____

Name: _____, Chairman

Signed: _____

Name: _____, Clerk

Facility Usage Contract

Parties

This Facility Usage Agreement is made in duplicate between:

Aldergrove Canadian Reformed Church
2469 267th Street Aldergrove, BC

(the "Church")

AND

Name: _____

Address: _____

Phone: _____ (primary contact)

(the "Renting Party")

Whereas:

- a) the Church maintains Premises at 2469 267th Street;
- b) the Church has adopted a Facility Usage Policy dated Month Day, Year;
- c) the Renting Party wishes to use the Premises, or a portion of them, for the Purpose stated herein.

Church use conditions

1. The church premises must be vacated by 11:30 pm at the end of each day in a rental period
2. Food and drink are not permitted in the sanctuary under any circumstances
3. Chairs, tables and furniture must be returned to the storage areas after use
4. The organ and pianos are available for use by qualified musicians.
5. Consult the musical instrument guidelines for details
6. Consult the kitchen use guidelines for proper use of the kitchen facilities

Situations that require exceptions to these policies must be submitted in writing to the Committee of Administration

Purpose and Area Rented

1. The Church permits the Renting Party to use the:
() auditorium () kitchen () fellowship hall
() other meeting rooms (specify: _____)
of the Premises (the "Facilities") for the purpose of:

_____ (the "Purpose")
2. The Renting Party shall have use of the Facilities on the _____ day of _____, 20_____ from _____ (am/pm) to _____ (am/pm) (the "Rental Period").
3. The Renting Party shall pay a damage deposit of \$250 and a reservation deposit of \$100 to the Church on signing this Agreement. Barring any damage caused to the Premises, the damage deposit will be fully refunded to the Renting Party at the end of the Rental Period. A refund of all deposits for cancellations four weeks prior to the end of the Rental Period also applies. Cancellations less than four weeks prior to the end of the Rental Period will result in a refund only of the damage deposit.
4. The Renting Party agrees to the following fee schedule:
 - Auditorium _____ \$150
 - Fellowship Hall _____ \$250
 - Kitchen (refreshments only) _____ \$50
 - Kitchen (full use) _____ \$250
 - Sound System (auditorium) _____ \$75
 - Sound System Operator _____ \$25/hour
5. At the end of the Rental Period, the Renting Party shall leave the Premises in the condition in which it was at the beginning of the Rental Period, and shall remunerate the Church for extraordinary caretaking costs incurred as a result of its use or misuse of the Premises in the amount of \$30/ hour.
6. The Renting Party shall also have use of the organ, the piano, and the sound system. If permission is granted for the use of the sound system, the Church agrees to supply a member of the Church to operate same. No other person shall operate the sound system.
7. The Renting Party acknowledges its awareness of the contents of the Church's Facility Usage Policy (the "Policy"), which is attached and the terms of which are incorporated into this agreement by reference. The Renting Party agrees that it is a condition of this Agreement that it uses the Facilities strictly for Acceptable Uses as stated in the Policy and in accordance with the Statement of Lifestyle and General Rules stated in the Policy.
8. The Renting Party acknowledges the Church's ability to terminate this agreement and require the Renting Party to vacate the Premises immediately if the Renting Party fails to abide by the terms and conditions stated in this Agreement, including the terms of the Policy. The Church will have no obligation to return any monies paid under the terms of this Agreement if it is terminated in accordance with this provision.

9. The Renting Party warrants that it has obtained insurance as required in the Policy. The Renting Party agrees that it is a condition of this agreement that it provide a certificate to the Church evidencing same prior to the Rental Period.
10. The Renting Party agrees to ensure that the Facilities are clean following its use thereof and agrees to pay the Church for the cost of any cleaning, repairs or other costs deemed necessary by the Church following and resulting from the Renting Party's use of the Facilities.
11. The Renting Party, on behalf of itself and all of its members and guests, hereby waives releases and forever discharges the Church and its trustees, members, Council, employees, agents and volunteers (collectively, the "Releasees") from all actions, causes of actions, suits, claims and demands whatsoever that any of them may have against any of the Releasees as a result of, arising out of or in any way connected with the Renting Party's use of the Facilities.
12. The Renting Party will indemnify and save harmless the Releasees against and from any and all claims, demands, causes of action, actions, proceedings, losses, damages, expenses, costs, and legal fees on a solicitor and client basis that may arise out of or be in any way connected with: (a) the use or occupation of the Facilities by the Renting Party or a breach by the Renting Party of its obligations under this Agreement; and (b) the matters waived and released in paragraph 9 of this Agreement.
13. The Renting Party agrees to be responsible for its use of the Facilities and the actions of its members, invitees and guests and agrees to reimburse the Church and pay for any and all damage caused by any of its members, invitees or guests to the Facilities or to any of the Church's furnishings or other assets in or around the Facilities.
14. If the Renting Party causes, finds or discovers any damage to the Facilities or to any of the assets or possessions of the Church within or around the Facilities, the Renting Party shall promptly provide notice to the Church of such damage, including full details of the nature, cause and location of such damage.
15. The Renting Party agrees to obtain the approval of the Church to the content and form of any publication, whether written or otherwise, which is intended to publicly advertise or promote any of its activities at the Facilities. The Renting Party shall obtain such approval from the Church at least 30 days prior to using any publication as referenced in this provision.
16. The Renting Party shall not suffer or permit any other party to access, use or enjoy the Facilities, or any portion thereof, without the express consent of the Church. The Renting Party shall not be permitted to assign this Agreement or any portion thereof without the express written consent of the Church.
17. The Renting Party acknowledges and agrees that there are no representations or agreements other than the terms of this Agreement and that this Agreement constitutes the entire agreement between the parties.

Signed, this _____ day of _____, 20____, at _____

signature

_____, Authorized Representative for the Renting Party

print name

signature

print name _____, Authorized Representative for the Church