

# St. John's Sunshine Coast United Church

## Facility Use Guidelines

Thank you for considering St. John's facilities as a possible location for your next special event. Listed below is a description of the facilities and the policies St. John's has adopted to assist you with your planning.

## Facilities & Equipment

Facility/Equipment	Description	Fee Schedule
Sanctuary	Seats 110. Stacking chairs are available for flexible arrangement. Piano or organ is available for an additional fee (see below).	<b>\$45 / hour</b> <b>\$150 for large public events (maximum 4 hours)</b>
Lower Hall	Folding tables and stacking chairs are available upon request.	<b>\$35 / hour (no kitchen)</b>
Kitchen	Kitchen facilities include stove / oven, microwave, fridge, kettle, coffee maker, dishes, cutlery, dishwasher.	<b>\$20 / hour in addition to lower hall booking</b>
Lower Tower	Small meeting space with couch and chairs, partitioned off from larger hall.	<b>\$20 / hour</b>
Ross Armstrong Room	Small private meeting room with stacking chairs	<b>\$20 / hour</b>
Piano / Organ	Available in Sanctuary only for concerts, recitals,...	<b>\$25 flat fee</b>
Set-up / Take down	To be included and paid for as part of booking	<b>\$25</b>
Damage Deposit	Refundable damage deposit is required upon booking.	<b>\$100</b>
Key Deposit	Refundable key deposit is required upon issuing key to premises.	<b>\$20</b>

**\*The minister's office, administrative office and copy room are not available for access by outside user groups.**

## Facility Use Policies

Bookings	All bookings are done through the Office Administrator. Changes in time, rescheduling, or cancellations must be done in person or in writing and are subject to availability. Set-up and take-down time needs to be included and paid for as part of the booking.
Deposits	All deposits are refundable if the facility is returned to its pre-event condition (free of food, trash, decorations, etc. and furniture returned to pre-event locations) and renter has complied with all rental regulations.
Third Party Liability Insurance	All users must have liability insurance. Groups and persons participating therein agree that there is no liability on the part of St. John's as to the suitability or condition of the premises and that they use these premises at their own risk. Community user groups must provide a valid certificate of adequate insurance coverage confirming St. John's Sunshine Coast United Church as an additional insured under the Group's liability policy before using the space.
Care of Facility	Equipment and/or furnishings shall not be removed from the premises. Damage to property may result in billing for replacement or repair and/or forfeiture of deposit. User Groups are responsible for ensuring facility is returned to its pre-event condition. Please remove any kitchen garbage generated by your group. Failure to turn down the heat or turn off the dishwasher when vacating the building may result in forfeiture of all or part of deposit. We do not provide audio / visual equipment for outside user groups.

Conduct	Applicant is responsible for the conduct of all users of the space and for honouring our church community's values of being affirming and inclusive, welcoming the participation of persons of all ethnic and cultural backgrounds, differing abilities, sexual orientation, gender identity, race, age and economic circumstance. Gambling is not permitted on the premises.
Use of Alcohol	<p>Only Church Groups and User Groups approved by the Church Board shall be allowed to serve alcohol on the Church premises. The guidelines are as follows:</p> <ul style="list-style-type: none"> <li>a) Alcohol shall be defined for the purposes of this policy as wine and beer only</li> <li>b) Requests to serve alcohol at wedding receptions and special events must be submitted to St. John's United Church Board and approved at least ten days prior to the event.</li> <li>c) Food must be available at functions serving alcohol</li> <li>d) The serving of alcohol must be restricted to adults 19 years and older.</li> <li>e) Alcohol is not permitted to be served at funerals or memorials at St. John's.</li> <li>f) Appropriate government licensing documentation must be obtained by the User Group and a photocopy of the liquor permit is to be provided at least one week in advance of the event to the Office Administrator.</li> <li>g) "Serving It Right" licensing/guidelines must be adhered to by the user groups approved.</li> <li>h) The User Group must demonstrate that an appropriate safe ride home plan is in place.</li> <li>i) The serving of alcohol must be registered to the room(s) allocated to the User Group in the "Use of Facility Agreement"</li> <li>j) The User Group is to supervise the event and refrain from serving alcohol to anyone showing signs of intoxication.</li> <li>k) No alcohol is to be served after 10 pm.</li> </ul>
Smoking	Smoking is not permitted within any of St. John's facilities.
Lost / Stolen Articles	St. John's is not responsible for lost or stolen property left or stored on the premises.
Long Term Storage	Temperature controlled storage is not available. Groups will be charged \$4 / month per square foot of floor space, if such space is available.
Internet Use	St. John's provides internet access upon request.
Cancellation	<p>St. John's has the right to cancel a booking, with reasonable notice, if the church requires the space for a funeral, wedding, emergency meeting.</p> <p>The church reserves the right to terminate a booking contract at any time.</p>