

## Rental Policy

**Purpose:** We believe that we are a community church serving both the faith community and the wider community, upholding the value of cooperation and support. This policy serves to outline consistent practices that serve to meet the needs of the church and the broader community in a mutually beneficial way.

**Who we rent to:** Okotoks United Church (OUC) rents to individuals and organizations that uphold the value of supporting and enhancing community.

Conducting non-church sponsored business, partisan political activities and commercial fund-raising activities shall be prohibited. **Note:** OKUC does not allow alcohol on premises, so any events that might include alcohol would be denied.

## Policy

- Due to **CRA (Canadian Revenue Agency)** rules as a registered non-profit organization we cannot give preferential treatment to members of OUC as we are a public institution and bound by law to offer the same opportunities to members as non-members of the church. Any exceptions to policy will be determined by the Governing Board and must be open to all.
- We will offer one-day space to 4 local non-profits at a cost of \$150.00 (to cover host and custodian) as our contribution to the community. These events must fit within the outreach mission of OUC and will be offered at a first-come first-served basis, the decision to be made by the minister and the Office and Facilities Administrator. All other requests for free space will be considered on an individual basis by the Governing Executive (Board Chairs and Minister[s]). Examples of possible events may include special consideration for: food security, marginalized or oppressed groups, etc.
- All outside groups using church facilities must obtain independent insurance and supply a certificate of insurance to the church before signing a rental agreement.
- OUC is not responsible for any losses, injuries or damages incurred by any individuals or groups using the building of property for any non-church activity.
- In general, when considering rentals, the following needs to be taken into consideration: benefit to the community, financial constraints of the renters, benefit to the community, strain on church resources (particularly human) and fit with the mission of OUC.
- The A/V system must be operated by someone proficient on the church A/V system and must be approved by the church.
- Church facilities must be left in the same condition and set-up as found. An extra fee of a minimum of \$25.00 will be assessed if the church has to put the space back in order.
- No storage is provided for outside renters.
- The governing body of OUC reserves the right to approve all building usage.
- All individuals, groups or organizations requesting rental space in the church building requesting special consideration will be considered on a case by case basis and a decision made by the Governing Executive (**Board Chairs and Ministers**) in a timely manner. In general, when considering rentals, financial constraints, benefit to the community and alignment to the mission of Okotoks United Church.
- All rental groups requiring independent access to the church will be charged a \$50.00 deposit and a fob will be issued. The deposit will be reimbursed upon return of the fob.
- OUC reserves the right to require that a host be present at any outside events at an extra charge to the renter.
- In the case of an urgent need for the building, a decision will be made as quickly as possible by any three of the following: Minister, Chairs of the Boards or Trustees, Treasurer or Chair of Maintenance.