

MESSIAH LUTHERAN CHURCH OF CAMROSE

FACILITY USE

A. General Considerations

1. All musical instruments, including all pianos and organ, are used only with the permission and supervision of the church Music department and cannot be moved without permission.
2. Any object that is moved for the duration of the usage must be returned to its original position.
3. All children must be supervised at all times and their conduct must be consistent with the church's policies.

B. Facility Use

1. Messiah facilities may be used by not-for-profit organizations whose aims are consistent with Messiah's mission in the community, however, Messiah Lutheran programs always have priority over all other groups. They shall not be used for commercial purposes.

C. Processing of Requests

1. Decisions about facility use are normally made by the staff in discussion with the representative of the requesting group. If the representative of the group is not satisfied, s/he may bring the request to the appropriate Council Committee. If the Committee decision is in opposition to that of the staff, Church Council will arbitrate a final decision. Authority in our congregation rests with the staff and committees on an equal basis, with Church Council on a final basis and, for large issues, ultimately with the congregation.

D. Fees for Third-Party Users:

NOTE: A refundable damage deposit must be paid at the time of reservation. Messiah reserves the right to bill for any damages or extra cleaning not covered by the deposit. All fees are due when the date of use is confirmed.

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Short Notation	Potential Users of Messiah's Facilities	Fees to Cover Added Maintenance	Insurance	Door Security	Use of Kitchens	Clean-Up	Notes
A	Committees, who are using the facilities as a regular part of Messiah's programming ¹	NA	Covered by Messiah's insurance policy	Staff	May be used according to the posted directions.	Custodian	¹ includes a Group which operates under the auspices of a Committee for a specific purpose.
B	An individual who brings a group for a one-time event, social or otherwise, but which is consistent with Messiah's purposes in the community.	See Fees	Covered by Messiah's insurance policy	Person making the booking	MLW approval required	Person making the booking	Contract required ²
C	Chaplaincy program of the Augustana Faculty of the U of A; The Bethany Group; CLBI; Bethel Lutheran; Grace Lutheran; Hastings LLBC; St. Andrew's Anglican; Resurrection Lutheran; St. Francis Xavier Roman Catholic Church	See Fees	Covered by the user's insurance policy	Staff	MLW approval required	Custodian ³ If extra clean-up is required after usage by users in Category C Messiah will give the Custodian the normal custodial fee for third party usage. It will be waived if they do their own clean-up.	Contract required ²
D	Non-Messiah Groups, called third-party users.	See Fees	Evidence from the Group or through Messiah's agent: Aon Reed Stenhouse	Staff	MLW approval required. See Fees & Suggested Donations	Custodian ³	Contract required ²
E	Celebration by individuals of special events such as birthdays, anniversaries, retirements, special family dinners.	See Fees	Covered by Messiah's insurance policy.	Staff	MLW approval required.	Custodian ³	See: Special Events Policy Contract required
F	The bereaved, for a funeral	See: Funeral Policy					
G	Those wishing to participate in a Wedding Ceremony	See: Wedding Policy					

Chart #1

³ Help appreciated, in consultation with the Custodian

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E. Scheduling

1. All arrangements for bookings are done through the Church Office.
2. Meetings and funerals will be scheduled to accommodate previously scheduled events, with the understanding that the basement auditorium is the site of funeral luncheons. Normally, events previously scheduled for that area will be moved if the area is needed for a funeral luncheon or if quiet is needed if the sanctuary is in use. Alternatively, in exceptional circumstances, the funeral will be held on a different day.
3. Sunday afternoon events shall normally be set up after Sunday services, unless there is clearly no conflict with the Sunday morning activities.
4. The building is opened at 8 am and closed at 4 pm, Monday through Friday. The building will be open evenings, Saturdays and Sundays to accommodate programming.

F. Health

1. The use of alcohol is not permitted in any part of the building at any time.

G. Security/Safety

1. An entrance or entrances will be designated for an event and use should be limited to these. Fire exits are not to be used for entrance or exit except in the event of emergency.
2. For games such as volleyball or basketball in the Fellowship Centre, players are encouraged to use stocking feet or indoor gym shoes.

H. Care of facilities, equipment, and instruments

1. A definite area of the building is reserved for an activity. The group using this space is completely responsible for this area for the full time of the reservation. Use of the building is to be confined to the area assigned. At the end of each group's use of the facilities the group is responsible to clean up and replace all material and furniture to the original condition and location.
2. Round tables shall remain in the basement auditorium.
3. First-time users (both individuals and groups) of Messiah's organ, pianos and other instruments must receive instruction about their care from Messiah's Music department prior to their use.
4. Limited use of Messiah property outside of the building is permitted. Details and criteria are available in the Church Office.

I. Overnight Event

1. When an overnight event is held, a clean-up time must be scheduled into the event near its end. Specific security arrangements are made with the staff.

J. Special Fees

1. If a group uses the facilities, is under a committee, and fees are charged for a service performed in the group, then that money must go through the church financial records.

Adopted by Church Council on March 19, 2008

Amended by Church Council on May 15, 2013

Amended by Church Council January 15, 2015

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FACILITY USE CONTRACT

(To be completed by all users)

1. User Group _____
2. Contact Person _____ Phone _____
3. Messiah Group or Individual Sponsoring the event _____
4. Third-Party User Insurance
Proof of Liability Insurance (witnessed by) _____
OR
Purchase of Liability Insurance
(witnessed by) _____
5. Date and Time Requested _____
6. The following conditions will apply:
Size of group _____ Length of stay: _____
Publicity of choice Worship Announcement Sunday Bulletin Messenger
 Calendar Posters Word of Mouth
Emergency contact name and phone number _____
Keys to the church and lock up _____
Space allocation _____
Entrance _____
7. Approval by Messiah Staff Member:
Signature _____ Date _____
8. Approval by Messiah MLW Executive (if required)
Signature _____ Date _____
9. Cheque(s) should be made out to **Messiah Lutheran Church** .
Refundable Damage Deposit: _____
Third-Party User Fees _____
Donation for Facility Use: _____
Total Amount Received: _____
10. I / we have reviewed a copy of the Facility Use Policy (and the Special Events Policy where appropriate) and agree to the conditions outlined.
Signature _____ Date _____

Request processed by _____	Date _____
Confirmed by _____	Date _____