

PREAMBLE: We at St. Paul's United Church are so pleased to be able to offer space for your group's event, whether it's just one time or for an on-going basis. We consider it part of our mission to be in touch with our community and our neighbors in the city.

Services of Worship, including weddings and funerals, are governed by the policies of St. Paul's in accord with the Manual of the United Church of Canada. Information about the Services of Worship is available under other St. Paul's policies. Building use activities fall under the jurisdiction of the Leadership Team in consultation with the Trustees. The Office Administrator manages facility usage. No commitment for building use is finalized until the Room Use Agreement has been completed and executed by the Office Administrator.

Local organizations and individuals for one-time or short-term usage also use St. Paul's. When possible we attempt to make our facility available for such groups. Our first priority is to St. Paul's programs and membership needs. Priority is then given to nonprofit groups that are supported by St. Paul's and then finally to other nonprofit organizations. St. Paul's is not in competition with local businesses and therefore its facilities are not made available to groups whose purpose is to make money during the event.

Approval of the use of the grounds and facilities of St. Paul's does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities at St. Paul's must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within St. Paul's, its buildings or grounds that conflicts with the Discipline and the practices of this congregation and the United Church of Canada.

Included in this policy are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations of the Board of Trustees
- Appendix A – Room Use Agreement Form
- Appendix B – Release and Indemnity Agreement Form
- Appendix C – Suggested Donations for Facility Usage

POLICY:

STEPS TO FACILITY USE SCHEDULING

1. Fill out the Appendix A – Room Use Agreement form and the Appendix B – Release and Indemnity form. The forms are included in this policy or you may obtain them from the church office or at our website: <http://stpaulsestevan.ca>. Please provide adequate lead time before the event(s) so we can better serve you.
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
3. Return the completed forms to the Office Administrator who will evaluate your request and notify you if it is approved or not approved.

RULES AND REGULATIONS OF THE BOARD OF TRUSTEES

1. **USE OF THE SANCTUARY.** St. Paul's Sanctuary is a safe place where all people are invited to discover the love of Christ; where God's timeless truths nurture us; where we by our gifts and graces care for one another; and where heart-felt worship, prayer, and a genuine family community prepare us to reach out beyond our walls with compassion to those in any kind of need. Use of the sanctuary must respect and reflect this statement.
2. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building or its furnishings and equipment which in the judgment of the Office Administrator or Custodian(s) has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved. The Leadership Team will be available for any necessary consultation.
3. **ROOM SETUPS.** All rooms have been designated with a standard room setup. Any setup changes requested by the group are subject to approval by the Office Administrator.
4. **ORGAN AND PIANO USE.** Permission to use the organ, or a piano must be granted by the Office Administrator. If the user wishes to have an instrument tuned, a craftsman approved by the Leadership Team will tune it at the user's expense. Pianos cannot change floor levels except by permission from the Leadership Team and shall, in the case of the grand piano, require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.
Use of the Grand piano in the sanctuary is subject to the terms under the "Usage of Grand Piano" policy.
5. **SANCTUARY/AUDITORIUM SOUND SYSTEMS.** The Sanctuary sound reinforcement or recording systems are available upon request. The systems may be operated by St. Paul's personnel or by individuals pre-approved by the Office Administrator. Group-provided sound, recording or video equipment may not be attached to this sound system through cables or connectors without prior approval.

6. **NO SMOKING.** All members of all groups using our facilities shall abide at all times by a "no smoking" rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient grounds for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.
7. **NO ALCOHOL.** The serving, consumption, or use of marijuana, alcoholic beverages, or other narcotics shall not be permitted at any time on church property, including the outdoor courts and parking lots.
8. **NO GAMES OF CHANCE.** United Church of Canada policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.
9. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Office Administrator or their delegated representative shall decide the matter and all individuals and groups shall abide by the Office Administrator's directions or forfeit immediately the use of any part of the facility.
10. **SUPERVISION OF CHILDREN AND YOUTH.** St. Paul's has adopted the policy of "Duty of Care" for children and youth. All users of St. Paul's facilities are expected to follow the guidelines of this policy including the following:
 - a. No fewer than two adults should be present at all times during any program or event involving children.
 - b. These adults should be 18 or older and must be at least 5 years older than the children with whom they are working.
 - c. At least one of the adults present should be currently certified in First Aid and CPR.
11. **FOOD AND DRINK.** There is no food or drink allowed in the Sanctuary except water bottles.
12. **DECORATIONS.** Decorations may be attached to the walls, doors, and light fixtures with masking tape or fun tack **only**. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.
13. **STARTING AND ENDING TIMES.** The building is available for use Monday through Friday from 8:00 a.m. through 9:00 p.m. and weekends from 9:00 a.m. through 6:00 p.m. The building must be completely cleared not later than 9:30 PM or 6:30 PM on weekends to allow building to be closed promptly. Exceptions to these times must be approved in advance and may be subject to a custodial surcharge.
14. **EMERGENCY SCHEDULING CONFLICTS.** St. Paul's reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
15. **RECYCLING.** As a church community, St. Paul's is called to live with respect in creation. As such St. Paul's encourages the policy of reduce, reuse and recycle. As a part of that policy, organizations are encouraged to reduce their use of Styrofoam cups, bowls, plates and other non-biodegradable articles. Receptacles for recycling glass, tin, aluminum and paper are available for their use.

16. **STORAGE.** There is no excess storage available for organizations other than church groups, as such, all organizations using the facility will be responsible for storing props and accessories offsite. This provision does not apply to organizations that are using St. Paul's facilities at the time of the implementation of this policy.
17. **BICYCLES AND SKATEBOARDS.** No bicycles, wheelies, roller blades or skateboards are allowed inside the church facility.
18. **PARKING.** Parking is available on a first-come, first-serve basis and excludes certain spots specifically reserved at all times for St. Paul's staff. Any damage to vehicles is at the owner's expense; St. Paul's is not responsible for theft or damage to personal property.
19. **SECURITY.** St. Paul's works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. St. Paul's is not responsible for theft or damage to personal property.
20. **KITCHEN USAGE.** Any person or group renting our kitchen facilities to prepare food for a non-private function must have one staff member per shift who has successfully completed a safe food handling course as prescribed by Saskatchewan Public Health.

St. Paul's UC has assorted cooking utensils, dishes, pots and pans that are available for your use in the kitchen. Please ensure that all kitchen supplies and items are taken care of and returned to their proper location.

Coffee Urns

We have coffee makers of various sizes: 12 cup, 30 cup and 100 cup.

Refrigerators

Refrigerators are for your use. With prior approval, you may deliver food before the date of your event. This approval is needed to insure space is available for your group. All items should be labeled with your group's name and the date of use. Please do not touch the controls to the refrigerators. No food is to be left in the refrigerator after your event.

Ovens and Stoves

Three stoves with ovens are available. Use lowest heat necessary to prevent the burning of food. Do not place anything on the stove that is not being cooked.

Dinnerware

We have a complete set of dishes; dinner plates, dessert plates, salad plates, coffee plates, glasses, coffee cups, drink glasses, salt and pepper shakers, centre-piece vases and silverware available for your use.

Sinks

Two large two-section sinks are to be used to clean dishes and cooking utensils. Please do not put any food down the sink drains. Use bleach in the rinse section of the sinks. Dishes may be left to dry a few minutes but must be put away.

Dishwasher

This dishwasher will make your life so much easier when it comes to washing plates, cups and cutlery. You must have indicated in the **Room Use Agreement** (Appendix A) that you are planning to use the dishwasher and must have received training instructions for its proper use.

Dish Towels

St. Paul's will keep dishtowels and rags available for your use. You are certainly welcome to bring your own dishtowels and rags.

If you use towels from the kitchen it is your responsibility to gather them and leave them in the kitchen so we can launder them.

APPROVED: Leadership Team
Board of Trustees

DATE: 2014-04-14
Revised 2016-10-05
Revised 2017-04-21
Revised November 8, 2017
Revised February 14, 2018

EFFECTIVE DATE: February 14, 2017

Appendix A
St. Paul's United Church
1418 Third Street Estevan, SK Phone: 306-634-2885 Fax: 306-636-2611

ROOM USE AGREEMENT
PLEASE COMPLETE ENTIRE FORM

Today's Date (y/m/d) _____

Name of Organization _____

Responsible Person _____

Address _____

Organization Day Phone _____ Fax _____

E-mail _____

Organization's Purpose _____

Event Name and Description _____

Contact Person's Name (if different than person above) _____

Date(s) Requested (y/m/d) _____ Start Time _____ End Time _____

Will the event be reoccurring: One Time Only Weekly Monthly Multiple days

Which day of the week:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Rooms Requested:

Sanctuary Auditorium Library

Room 101 Nursery Room 102 Classroom

Room 201 Classroom Room 202 Classroom Lounge

Kitchen Dishwasher

Anticipated Number of Participants _____ Will a participant fee be charged? Yes No

Will food or drink be consumed? Yes No Completed Food Safety Course? Yes No

Special Needs or Requests _____

Set Up Instructions _____

Appendix B

RELEASE AND INDEMNITY

This Release and Indemnity Agreement is between the organization named in the Appendix A – Room Use Agreement (“Organization”) and St. Paul’s United Church (“St. Paul’s”).

RECITALS

A. St. Paul’s is the owner of the real property and improvements located at 1418 Third Street Estevan, SK Phone: 306-634-2855 Fax: 306-636-2611 (“Property”).

B. Organization desires to use the property described above for meetings and other activities.

AGREEMENT

NOW THEREFORE in consideration of St. Paul’s permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges and covenants not to sue St. Paul’s or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against St. Paul’s or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend and hold St. Paul’s and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization acknowledges it has been advised that it should carry standard general liability insurance coverage with a minimum of \$500,000 per occurrence.

ACCEPTANCE OF RESPONSIBILITY

As a representative of the Organization, we agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. We will remove all signs posted by my group after the meeting has ended. We further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees and we hereby consent to the Release and Indemnity Agreement.

Thank you for using our facility and for leaving it the way you found it.

Signature _____

Print Name _____

Title: _____

Date: _____

Billing Address: _____

FOR OFFICE USE ONLY

Request Approved Request Denied

Agreed Upon Donation \$ _____

Appendix C
SUGGESTED DONATIONS¹
FOR
FACILITY USAGE

	Day	Partial Day	Hourly
RESOURCE			
Auditorium	225.00	150.00	40.00
Classroom	100.00	75.00	20.00
Sanctuary ²	300.00	200.00	50.00
Lounge	100.00	75.00	20.00
Data Projector	75.00	50.00	20.00
Grand Piano ³	125.00	75.00	20.00

Apply partial-day rates for weddings and funerals.
Day – 12 hours between 8:00 am and 9:00 pm
Partial Day – up to 5 hours between 8:00 am and 9:00 pm

¹ Receipts for donations are not issued under the charitable guidelines set out by the Canada Revenue Agency.

² Does not include use of Grand Piano.

³ See Grand Piano Policy for more detail.

Appendix D

Kitchen Checklists

Dishwasher Checklist

- Scrape all food on the plates and bowls into the trash (not sink).
- Place plates and bowls in the proper loading tray and spray clean.
- Place cups and drinking glasses in bleach solution and wipe to remove lipstick and other stains prior to placing in proper loading tray.
- Soak cutlery prior to being placed in proper loading tray.
- Fill the dishwasher with water prior to the first load. Instructions are located near the dishwasher.
- Put all clean dishes and cutlery away in their designated storage areas.
- Empty the dishwasher of water and wipe clean when finished.
- Turn **off** the dishwasher
- Empty and clean the two food filters on the dishwasher.

Cleaning Checklist⁴

There are some basic cleaning supplies in the kitchen to assist in keeping our kitchen clean.

- All dishes, pots, pans and utensils are to be washed and dried and put away. (No exceptions).
- All countertops and workspaces must be wiped down using a bleach solution, even if not used.
- Stove tops and ovens must be wiped down and left clean. Turn **off** all knobs in front.
- Remove any and all food items from refrigerator and freezer.
- Ensure that the floor is swept. Broom and dustpan are located in the janitor's area.
- All trash in Auditorium and Kitchen is to be emptied into supplied plastic bags and placed in the dumpster which is located outside the rear door.
- Take all pans and containers that you brought to the kitchen.
- Turn off all lights.

Thank You

Thank you for your help in keeping our kitchen clean and safe for all to use. If you ever have any suggestions or find something not in working condition, please contact us at (306) 634-2885 or stpaulsuc@sasktel.net.

Appendix D (continued)

SUGGESTED DONATIONS⁵

⁴ Charges may apply if the kitchen is not left clean and in proper order.

**FOR
KITCHEN USAGE⁵**

1. Basic Kitchen

Use of countertops, refrigerators, coffee and tea makers, sinks, drinking glasses, cups, cutlery, dessert plates, and serving plates.

2. Basic^{Plus} Kitchen

Basic kitchen with the addition of the use of the dishwasher

3. Cooking Kitchen

Basic kitchen with the addition of the stoves and ovens, soup bowls, serving bowls and meal plates.

4. Cooking^{Plus} Kitchen

Cooking kitchen with the addition of the use of the dishwasher.

	Day	Partial Day	Hourly
Kitchen Usage			
Basic Kitchen	100.00	60.00	15.00
Basic ^{Plus} Kitchen ⁶	125.00	75.00	20.00
Cooking Kitchen	150.00	90.00	25.00
Cooking ^{Plus} Kitchen ⁶	200.00	120.00	30.00

Day – 12 hours between 8:00 am and 9:00 pm

Partial Day – up to 5 hours between 8:00 am and 9:00 pm

Use of 30 or 100 cup coffee urn (without kitchen usage) - \$15.00 per day.

⁵ Receipts for donations are not issued under the charitable guidelines set out by the Canada Revenue Agency.

⁶ Includes use of dishwasher.