

USE OF FACILITY AGREEMENT - 2025

St. Andrew's United Church

5226-51 Avenue, Lacombe AB, T4L 1J6, 403-782-3148

The church building is the home of an open and diverse congregation that is committed to worship and service as expressions of God's Love. The congregation willingly shares the use of the building with many groups, but we do request that groups using the church do so with respect for the congregation that meets here. The Sanctuary, in particular, is a special place for which we ask user groups to show deep respect. If you have questions about whether your use of the sanctuary may be considered disrespectful, please consult with the church staff.

Beverages in closed containers are welcome. ***Please be considerate of our janitorial staff, we ask that your group remove dirty footwear when entering the building so that mud, hay, dirt, and grass remain at the entrance.**

The rental fee includes

- Use of spaces booked, plus washrooms
- Opening and closing the church
- Regular janitorial cleaning before and after event
- Providing a sound system operator for weddings and funerals

The rental fee does not include

- **Set up** - Excluding weddings and funerals, private bookings that require setup/take down of tables and/or chairs will be charged extra. A diagram (for the custodian) must be provided at the time of the booking.
- **Clean up** - The facility must be left in the same condition as it was found. The kitchen must be left clean, including appliances, utensils, dishes, etc. All garbage and recyclables removed. Any decorations used must be removed. If church decorations are removed for the function, they must be put back. Furniture that was moved, to be returned. Turn off all lights.
- **In the Sanctuary:** Do not move the piano or pulpit unless AV or church personnel are involved. **The sanctuary may be decorated for special events (Christmas, Easter, Advent, Lent, etc). Therefore, on the day of your event, the sanctuary may not be exactly as it was when you first booked. Please leave the sanctuary as you have found it.**
- **Sanctuary Sound System** - The sound system in the sanctuary is only available if one of the operators trained by the church is present to run it. The fee for the operator is included in the fee charged for weddings and funerals. For all other uses, an extra fee of \$100. will be charged.

If a sound system operator is required, the request must be made at the time of booking to ensure someone is available. *****Please be in contact with the office one week prior to your rental to ensure all sound system arrangements have been made.**

- **Hall Sound System/Projector:** There is a sound system/projector in the hall. If you require use of either, please notify the office. One meeting will be required to receive instructions. *****Please be in contact with the office one week prior to your rental to ensure all sound system arrangements have been made.**
- **Damage** - All users are responsible for any damage to or loss of property. The use of the facility shall be authorized for a specific area and time. The group using the church shall be responsible to see that only the requested rooms of the facility are used. No tape will be used for pew markers, on walls, or floors. **The stage curtains must not be touched unless permission is sought ahead of time and a church representative opens/closes them.**

Alcohol and Smoking Policy

Alcohol is not allowed in the building without prior written permission of the church board. Smoking is not permitted in the building.

All bookings require a signed **Use of Facility Agreement**.

Insurance

St. Andrew's United Church recommends that renters obtain event liability insurance for their own protection, in case they are liable for injury or property damage. Insurance is available from local agents and brokers and also at a reasonable rate from the United Church of Canada's insurer, HUB International. The HUB event location code for St. Andrew's United Church is 1657. HUB is available online, and the phone number is 1-888-550-5458.

Fees as per current fee schedule

USE OF FACILITY AGREEMENT

Date of function _____ Time from _____ to _____

Type of function _____ Number of persons _____

Organization/Group _____

Contact _____ Telephone _____

Address _____

Email _____

Facilities requested

Sanctuary _____ Hall & Kitchen _____ Parlour _____

Lower level room _____ Set up required _____

Sound System Operator required _____

Rental Fee \$ _____

Paid \$ _____

Liability

The church and its representatives are not liable for any damages, loss, costs and/or injury incurred to persons (including their guests) or their property while using the facility.

I/We hereby agree to the terms of this agreement. I/We have read and understand and will adhere to the attached Use of Facility Agreement Policy.

Individual/Organization/Group _____

Contact person (please print) _____

Signature _____ Church Representative _____

Date _____

Fee Schedule

Jan 2020

1. All users are required to sign a Use of Facility Agreement.
2. The Fee Schedule applies to all rentals with the following exceptions.
 - a) Fee schedule does not apply to groups directly affiliated with St. Andrew's United Church. (E.g. Healing Touch, UCW, FRoGs etc.)
 - b) Community Non-Profit Youth groups should contact the office for more information. Established rates are as follows.
 - Non-profit youth groups - Yearly use \$100/group
 - Non-profit youth groups – 1 time use \$25
 - 4H Groups – price for sanct/parlour/kitch/hall (with food)
 - 4H Groups – price for hall (no food)
 - Music Festival - \$225 for sanctuary use for the grand concert, we have donated the sanctuary and other rooms for the adjudications, in exchange they have provided piano tuning for all of our pianos.
 - Pause Musicale - \$100 for the year, two final recitals including Sanctuary and Hall \$175.
 - c) Anyone may submit a written request for a fee reduction outlining the details for consideration by the church board.
3. Minister/person who officiate the funeral or wedding service, is responsible to contact and book the Audio Visual (AV) person from the most current list available from the Church office.
4. Fees do not include setup of tables and chairs. This is an additional cost and will be determined at the time of signing the Use of Facility Agreement.
5. Sound System Operator is to be booked by Minister officiating.

Weddings	\$850
Sanctuary	
Sound System operator	
Minister	

Funerals

<u>Option 1</u>	\$900
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Auditorium and kitchen
Sanctuary and parlour
Sound system operator
Minister

<u>Option 2</u>	\$650
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Sanctuary and parlour
Sound system and operator
Minister

Music Recitals – Local music teachers

Rate	\$100
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Auditorium

Rate is calculated from time of opening to time of closing

Hourly rate	\$30
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Daily rate	\$150
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Kitchen

Rate is calculated from time of opening to time of closing

Hourly rate	\$30
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Daily rate	\$150
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Auditorium and Kitchen

Rate is calculated from time of opening to time of closing

Hourly rate	\$50
Daily rate	\$250

Sanctuary (includes parlour)

Daily rate	\$300
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Auditorium, kitchen and sanctuary

Rate is calculated from time of opening to time of closing

Hourly rate	\$110
Daily rate	\$550

AV	\$100
Sound system operator	\$100

Other Rooms

Rate is calculated from time of opening to time of closing

Hourly rate	\$10
Daily rate	\$50