

## USE OF FACILITY AGREEMENT

As of February 2022

### 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. **Beverages in enclosed containers are welcome.** If you have questions about whether your use of the sanctuary may be considered disrespectful, please consult with the church staff.

#### 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** - Set up of tables and chairs are the responsibility of the St. Andrew's United Church custodian. If a special set up is required a diagram must be provided at the time of booking. An extra set up fee will be charged for special set ups.
- **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 and fans.
- **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.
- **Damages** - All users are responsible for any damages 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 or on walls.

**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**.

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.

**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, at a reasonable rate, from the United Church of Canada's insurer, HUB International. The 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
    - 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
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Daily rate	\$250
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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
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Daily rate	\$550
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AV	\$100
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Sound system operator	\$100
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Other Rooms

Rate is calculated from time of opening to time of closing

Hourly rate	\$10
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Daily rate	\$50
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