**EXETER UNITED CHURCH**

**FACILITY RENTAL POLICY**

***OPEN ARMS, OPEN HEARTS, OPEN SPIRIT***

1. Use of the church building and its facilities shall be booked through the Church Office. For all non-Church hosted bookings/events third-party event liability insurance is required and provide peace of mind that both the Church and all visitors will be protected in case of injury or property damage. This affordable coverage can be purchased here https://www.hubinternational.com/programs-associations/united-church-of-canada-event-insurance/.

2. A representative of any organization/group using the facilities shall be responsible for the church building during their rental period. The representative of the organization/group shall also sign the Church Rental Agreement. The organization/group shall respect and follow this policy on the understanding that the Church provides space for many. Open Arms, Open Hearts, Open Spirit is a motivating vision that we live to follow.

3. Nothing of an inflammatory or discriminatory nature will be permitted in the church building.

4. Each organization/group is responsible for their own clean up after their function/event. The facility(ies) used are to be left in the same condition that they are found at the beginning of the rental.

5. Alcohol, lottery or gambling are not permitted.

6. Smoking in any part of the building is prohibited by law.

7. Televisions, VCRs, projectors and/or the public address system may be used without additional charge. In the event the organization/group requires the AV system in the sanctuary there will be no additional charge incurred so long as volunteers can be found to run the system. In the event that the Church has to engage someone to run the system, there will be an additional charge of $50.00.

9. Pianos may be moved from one level to another - i.e. from stage to floor level, if agreed upon and under the supervision of personnel designated by the Board.

10. Requests for use of facilities from groups/organizations of a partisan or sectarian nature will be referred to the Board for

consideration.

11. There is no charge for a funeral service to be conducted in the Church.

12. Outside catering is permitted.

13. Emergency contact information and wifi password (if applicable) will be provided to the representative of the group/organization who signs the Church Rental Agreement.

CHURCH RENTAL FEES

a) No charge for Exeter United Church Groups.

b) In order to help cover the costs of the custodian, utilities and maintenance, the charges for other groups/organizations or

individuals are as follows:

Social Hall less than 2.5 hours – $25

less than 5 hours - $50

5 hours or more - $100

Kitchen $50

Parlour less than 2.5 hours - $25 less than 5 hours - $50

5 hours or more - $100

Sanctuary **less than 5 hours / less than 100 people- $75 5 hours or more / less than 100 people - $125**

**less than 5 hours/ 100 – 199 people - $150**

**5 hours or more / 100 – 199 people - $250**

**Less than 5 hours / 200+ people - $225**

**5 hours or more / 200+ people - $375**

Basement Meeting Rooms $25

*Revised 2023*