

**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 provides 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 the rental period. The representative of the organization/group shall also sign the Church Facility 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. In compliance with Health Unit Regulations all outside food brought into the church and served to the public must be recorded in the binder labelled for this purpose and located in the kitchen. This record must include the date, the name of the person bringing the food, and where the food came from ie. Grocery store, home baking, farmers market etc.

14. Emergency contact information and wifi password (if applicable) will be provided to the group/organization representative who signs the Church Facility 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:

Primary Room	under 5 hours - \$50 over 5 hours - \$100
Kitchen	\$50
Parlour	under 5 hours - \$50 over 5 hours - \$100
Sanctuary	under 5 hours - \$75 over 5 hours - \$125
Basement Meeting Rooms	\$25

Approved April 25, 2018