

# *Melville United Church*

## Use of Rooms Policies and Guidelines

Revised October, 2014  
Amended January, 2015

## Policies for Use of Rooms

Historically, our church has been a meeting place for many diverse community groups and organizations. The purpose of this document is to provide church members and the general public with a set of policies and guidelines that can be used to manage room use.

- 1) Church committees and groups (internal) will normally have priority over external groups. (see 3a, below)
- 2) All groups should book their rooms through the church office. Where conflicts arise over the use of rooms, the Room Use Manager (R.M.), as designated by the Property Committee, will help the parties resolve their differences.
- 3) The R.M. will promote the following strategies to resolve conflicting needs for space.
  - a) Contracts for room use entered into by the church with external groups will be honoured, but to the extent that it has been stipulated in the room use agreement. Rooms may be substituted or traded to resolve conflicts. Good business practice dictates that this should be the exception and not the rule.
  - b) Unresolved conflicts will be referred to the Property Committee, Church Council, or where time constraints dictate, the Council Executive.
  - c) Where two groups arrive at the church building with conflicting expectations for room use, compromise, tolerance and grace should be exercised until the situation can be resolved.
- 4) The United Church of Canada has a history of tolerance and inclusiveness. If a concern about the suitability of an outside group that is using our facility arises, those involved should bring their concerns to Church Council. In doing so, the details of these concerns should be documented and presented to Council in a way that allows informed decisions to be made.
- 5) Our Committees will not be charged any fees for their use of rooms. Groups may request that certain areas and/or times are put aside for their exclusive use. This will normally require the approval of Council, realizing that the "cost" of our policies may be the deferral of room use fees.
- 6) Our Committees may also sponsor an outside group wishing to use our facilities, with the approval of Council. (See Guidelines #4, page 7)
- 7) Fees are applicable to both non-members and members of Melville, due to government requirements.

The Property Committee

Approved by Church Council, October 7, 2014

## Use of Rooms - Weddings

Use of the Sanctuary is.....\$400.00  
Use of the Chapel is .....\$100.00

This includes the sanctuary for two hours, plus rehearsal time, the parking lot for these periods, plus limited use of additional rooms on the main floor that may be required during the course of the ceremony. This also includes the use of the sound system, organ and piano.

Permission to use the organ must be obtained from the Worship and Music Committee, or Music Director, if anyone other than the church organists will be playing.

Use of the Chapel includes the use of the Chapel organ.

A portable sound system is available for a fee of \$25.00.

It is expected that an honorarium for the minister, and organist if required, will also be paid.

The honorarium for the Minister is \$200.00 in the church and \$250.00 outside the church premises.

The honorarium for the organist is \$150.00 in the sanctuary or chapel plus \$50.00 if the organist is required for the rehearsal.

The honorarium for the Custodial services and sound system operation is \$80.00 for the sanctuary and \$40.00 for the chapel.

**These honorariums must be paid directly to the staff.**

## Use of Rooms - Funerals

Use of the Sanctuary is..... \$400.00  
Use of the Chapel is ..... \$100.00

This covers the use of the sanctuary, organ, piano and sound system, plus limited use of any additional rooms that may be required.

Permission to use the organ must be obtained from the Worship and Music Committee, or Music Director, if anyone other than the church organists will be playing.

It is expected that an honorarium for the minister, and organist if required, will also be paid.

The honorarium for the Minister is \$250.00.

The honorarium for the organist is \$150.00.

The honorarium for the Custodial services and sound system operation is \$80.00 for the sanctuary and \$40.00 for the chapel.

**These honorariums must be paid directly to the staff.**

Use of Room Rates: General (Excluding Weddings and Funerals)

Room	Time Period	
Sanctuary	3 hrs .....	\$400.00
	*Plus custodial honorarium.....	25.00
Optional:		
–organ		50.00
–piano		25.00
–sound system		25.00

Permission to use the organ must be obtained from the Worship and Music Committee, or Music Director, if anyone other than the church organists will be playing.

Chapel	3 hrs .....	100.00
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Parlour	3 hrs .....	50.00
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Parlour Kitchen (shared use)	3 hrs .....	25.00
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Heritage Hall	(not available due to long term rental)
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Fellowship Hall		
–Lower .....	3 hrs	
100.00		
	*Plus custodial honorarium.....	25.00
–Upper .....	3 hrs	
75.00		

Main Kitchen (Fellowship Hall)	3 hrs .....	50.00
	*Plus custodial honorarium.....	25.00

(Kitchen fee will be waived if catering is provided by the UCW)

Other	3 hrs .....	25.00
-	Each additional hour is charged at 10% of	
	the applicable rate noted above.	

–It is expected that the user will tidy the space after it has been used and have the room left the way they found it.

**\* Custodial honorariums must be paid directly to the staff.**

## Use of Room Rates: Weekly, on an Ongoing Basis

### 1. Non-profit groups and organizations:

Rate per room: \$15.00 per hour for the first hour, and \$10.00 per hour for additional hours.

### 2. Small businesses and organizations:

Rate per room, excluding the Sanctuary: \$15.00 per hour.

## Guidelines for Room Use

1. Church groups are not normally required to fill out an application for room use, but they should ensure that they book their room through the secretary or Room Use Manager (R.M.) to avoid conflicts with other groups.
2. All groups must ensure they leave their area clean and tidy.
3. All outside (external) groups must fill out an application and designate a responsible contact individual. This is not required for our local funeral homes.
4. Where an internal group or committee has chosen to sponsor an outside group, an application must be filled out and the room use must also be scheduled. The committee will be held responsible for ensuring that the policies and guidelines for room use are followed by their sponsored group.
5. Payment is due at the time of booking, unless specific alternate arrangements have been made and approved by the RM. A separate damage deposit cheque of \$50.00 may be requested. It is refundable after the event if no damage has occurred.
6. Smoking is not permitted on church property which includes the parking lot.
7. Gambling and raffles/money games are not permitted.
8. Consumption of alcoholic beverages on church property is not permitted.
9. No supplemental heating devices may be used without the permission of the property committee. These devices, if used, must be turned off after event.
10. Insurance regulations do not permit overnight rentals, however internal groups may schedule sleepovers if there are at least 2 adult supervisors on the premises throughout the night.
11. Proof of comprehensive liability insurance must be provided by all outside (external) persons or groups for the day(s) of the room use or event. The insurance policy must be for the minimum amount of \$2 million for any one occurrence and must designate Melville United Church (300 St. Andrew Street W., P.O. Box 41, Fergus, Ontario N1M 2W7) and the United Church of Canada as additional insureds. Proof of insurance must be provided at least one day before the room use or event, or the booking will be cancelled. Such liability insurance is not specifically required for weddings, wedding rehearsals, funerals and family receptions.