

Sackville United Church

Space Use Policy & Procedures

1. Introduction

The congregation of Sackville United Church enjoys the use of a building held in trust for religious and charitable purposes. The premises of Sackville United Church exist primarily to meet the congregation's spiritual and fellowship needs. There is also a desire and a responsibility, on the part of the congregation, to share this gift of space and prime location with groups and organizations from the community and possibly other groups and organizations from outside the community.

This policy and associated procedures have been established to provide a guide for the use and sharing of our Church space.

2. Policy Statements

- 2.1 Priority for use of the space will be given to the gathering and nurturing of the immediate faith community of Sackville United Church.
- 2.2 When not being used for the spiritual and fellowship activities of the congregation, the space will be available for use by outside (non-profit) groups involved in activities relating to justice, compassion and education.
- 2.3 The space will not be available to groups and organizations whose activities are in conflict with the mission and the doctrines of the United Church of Canada.
- 2.4 The space will not be available for use by partisan political groups.
- 2.5 The space will not be made available for use by commercial (for profit) organizations.
- 2.6 Subject to the previous subsections, the space will be provided to users regardless of race, creed, age, cultural background, sexual orientation or gender identity.
- 2.7 Every effort will be made to provide space that is emotionally, spiritually and physically safe.

3. Available Space

3.1 At this time, the following areas will be available for use by groups who have been approved to use the space in accordance with this policy:

Main Floor

Church Sanctuary

Situated on the main floor, this accessible, multi-purpose space is ideal for meetings and small conferences. Audio-visual equipment, including mikes, sound board, projection unit, pull down screen and speakers, is available. This space measures approximately 39 feet by 39 feet. A small kitchenette is found off this space.

Quiet Room

This small meeting room is found off the main sanctuary. It measures approximately 10 feet by 13 feet.

Second Floor

Godly Play Space

Situated on the second floor, this space is accessible by stairs. It is ideal for small meetings or as a break-out room for activities being held in the main sanctuary. It measures approximately 27 ½ feet by 39 feet.

Break-out Rooms

Three small rooms on the second floor can be used for meetings or as break-out rooms for activities being held in the main sanctuary or the Godly Play space area.

4. Procedures for Requesting Use of the Space

Activities of Sackville United Church

- 4.1 Church members and adherents wishing to use the space as part of the ministry of Sackville United Church (committee meetings, choir, youth groups, etc.) must book the space through the Church secretary.
- 4.2 The Church secretary will book the space in the online Church calendar of events.
<http://sackvillepastoralcharge.com/calendar/>

Activities not part of the Direct Ministry of Sackville United Church

- 4.3 Groups and organizations involved in activities that are not part of the direct ministry of the Sackville United Church that are interested in using the space must complete a Facilities Use Request form (Appendix A) in advance. This form is available on the Church website (www.sackvilleunitedchurch.org) or by contacting the Church Secretary. It is recognized that such groups may involve Church members and adherents.
- 4.4 Any such request must be approved in advance by the Church Executive with a minimum of 24 hours notice.
- 4.5 Upon approval of a request, the Church Secretary will arrange for the group or organization to sign a Space Use Agreement (Appendix B). This form will specify the expectations and requirements of Sackville United Church with respect to the use of the space.
- 4.6 Groups or organizations must provide a certificate of insurance indicating that they have liability insurance coverage. Sackville United Church must be named as an additional insured on the certificate of insurance. The Church Executive may waive these requirements if the nature of the group or organization does not permit it to obtain such insurance.
- 4.7 A key will be signed out to a representative of an outside group or organization approved to use the space. The Church Secretary will be responsible for maintaining a key inventory to track the sign out and return of all keys.

5. Use of Other Services

Audio-visual Equipment

- 5.1 When a group or organization wishes to use the audio-visual equipment, the set-up of that equipment will normally be supervised by a member of the congregation who has been trained in its use. The necessity of the presence of such a person will be decided

on a case by case basis based on the nature of the intended use of the audio-visual equipment.

- 5.2 The audio visual equipment may be used at a rate of \$50 per rental.

Kitchen Facilities

- 5.3 When requested and approved in advance, the kitchenette may be used for coffee and tea preparation only. Kettles, teapots, cups and utensils in the kitchen may be used however outside groups are expected to provide their own supplies (coffee, tea, milk, sugar, etc.).
- 5.4 The kitchenette must be left in the condition in which it was found and the garbage must be sorted according to the Town of Sackville bylaws.

6. Donation

- 6.1 Sackville United Church provides its space for non-church functions as a service to the community.
- 6.2 A suggested guideline for making a donation for use of the space by not-for-profit groups is \$25 per hour, the approximate cost needed to operate our space (heating/cooling, electricity, maintenance, etc.).
- 6.3 The rate for commercial groups and projects is \$50/hr for each part of the space used.