

# Bethany United Church

## Facility Rental Policies and Information

*Please review this information prior to your event.*

1. The facility, hereafter referred to as BUC, is held in trust for the use and benefit of the ministry and members of BUC. BUC is primarily intended as a facility for the established ministries and events of BUC, and as such, these events and ministries always will take precedence over all other events, outside ministries, and other requests.
2. From time to time, BUC, or parts thereof, may be made available for usage as long as such usage does not conflict with the above and is carried out adhering to the following policy. Any and all events/activities that are to take place in BUC must first meet a basic compatibility test and be deemed appropriate. Events/activities must in no way conflict with or detract from BUC's and the United Church of Canada's vision, mission, and policies. The United Church is not a political organization. We do rent to political parties for local riding meetings, workshops and party information gatherings. We will not rent to political parties for political rallies, especially where there are local media involved. The United Church can not be seen as supporting any one party. We do not rent to groups or organizations whose ideologies are contrary to the tenets of the United Church of Canada. The Rentals Committee, under the direction and authority of BUC's Board of Managers (BOM), will determine the suitability of requested bookings. When a disagreement or a circumstance that is deemed unclear or questionable arises, the Rentals Committee will bring such usage request before the BOM at the next regular meeting, or if time is of essence, before the Executive Board, which has the final authority on BUC usage.
3. The fee outline for rooms, open days and hours for rental of deemed available space, and resources, services, or equipment is attached. In order to comply with CRA regulations, all renters will be charged the same fees outlined on the fee schedule.
4. Not for profit organizations are welcome, but the fee structure agreed upon must be applied to all groups and individuals wishing to rent our space. Where a not-for-profit group is unable to meet our fees, they may be considered for a reduced or free rental but must submit financial records which show their inability to pay, and which are acceptable by the CRA as proof of that inability.
5. Rentals on Friday evenings, or at any time during Saturdays, will be dependent upon the availability of custodial and supervisory staff.



6. Renters requesting short- or long-term storage space can not be accommodated.
7. Smoking in the facility or on the property is not allowed. The use of illegal drugs in the facility or on the property is prohibited. Activities that involve gambling are not permitted. A provincial license must be obtained for events where alcohol is to be served and alcohol consumption by attendees is to be limited to a non-intoxicating amount for social purposes only.
8. All renters will be required to have liability insurance.
9. BUC is a scent aware facility. Please respect the health and comfort of other persons by not wearing or using scented products while in BUC.
10. Compost, garbage, and recycling practices must be respected. Containers are provided for that purpose.
11. A refundable damage deposit of \$200 must be made for each rental agreement. Payment for space rental, damage deposit, and key card deposit (see below) must be made by cheque or cash on or before the date of rental. If paying by cheque, separate cheques for each refundable payment will be accepted.
12. The WI-FI guest password will be provided to rental groups on request, as a courtesy.
13. Bookings may be cancelled without payment penalties by giving written notice at least 5 business days prior to the rental. For reoccurring bookings, written notice of cancellation must be given at least 5 business days prior to the date on which cancellation will start. If this notice is not received within the designated time, payment will be required as outlined in the contract.
14. From time to time it may be necessary to close the building because of power outages, storms or storm damage, repairs, etc. Every effort will be made to notify renters in ample time if the closure is foreseeable. However, in the event of closures due to storms, etc., renters are advised to check in various locations, depending on access to power and technology. The church (902-455-0521) may have a message or check the Bethany website ([www.bethanyunitedchurch.ca](http://www.bethanyunitedchurch.ca)), CBC Storm Centre, or social media. A congregational email will be sent when possible, and when possible, telephone calls will be made to the main contact person for rental groups that will be impacted by closure. On entry points to the building, a note of closure will be posted.



## **BETHANY UNITED CHURCH: SAFETY AND SECURITY PROCEDURES**

Persons using BUC are responsible for familiarizing themselves with the location of fire exits, fire alarm pulls, first aid stations, courtesy telephones and muster points.

**Upon discovery of fire or smoke:** The fire alarm system is automatic, there is no need to call 911.

- Remain calm.
- Pull the nearest alarm if alarm has not been set off by fire/smoke.
- Leave the fire area immediately and close door.
- Leave the building by the nearest exit. If you encounter smoke, use an alternate exit.
- Gather at the outdoor muster points indicated on the BUC Complex Layout.

BUC has a monitored security system. Groups will not gain access to the building until the applicant who signed the agreement, or the designated lead arrives. A key card will be issued as necessary for a \$25.00 refundable deposit.

Rental group members/participants are to enter and exit through the designated doors only. Group leads are responsible for monitoring access to the building while they are meeting.

The group leader must ensure doors and windows are properly locked and secured upon departure. Failure to comply may result in the termination of privileges. BUC alarm system is automatic and therefore all persons must be out of the building and all exits secured by 10:30pm. If the alarm is activated and deemed the error of a rental group, the cost of the ticket issued by Halifax Police (currently \$500.00) will fall to the responsibility of that group.

