

Dalston - Crown Hill United Church

CHURCH BUILDING USE POLICY

1. A request for the use of church space is to be made to the person in charge of church bookings, and this request may, in some cases, be referred to the Executive for approval. A Building Use Agreement form is normally required to be signed for all bookings.
2. Priority will be given to Dalston – Crown Hill groups and committees.
3. The intended use of space to be used must be clearly stated. These buildings are dedicated as places of worship and respect for this purpose must be a priority.
4. All buildings are smoke free.
5. Gambling, including bingo, is not permitted.
6. Alcohol is not permitted unless approved by the Executive.
7. The Pastoral Charge does not employ any custodians and therefore all users are required to ensure the space used is left clean and tidy and restored to its original "set up" pattern and ready for the next group. All lights are to be turned off and all doors locked when exiting the building. Keys, if required, are to be obtained from the person in charge of church bookings and are to be returned when the activity is complete.
8. Any sports activity requiring body contact or athletic equipment is not permitted. Organized exercise classes are acceptable.
9. The use of chairs and tables is included in any use of the building. The use of chairs and tables in a location away from the church may be allowed if they are used inside a building and are returned in as good condition.
10. It is in a group's or individual's own best interest to have their own liability insurance and coverage for their own safety, equipment and supplies. Individuals or groups are liable for any damage caused to buildings or grounds. **Use of facilities and utilities are at the user's own risk.**
11. Inappropriate use of facilities may result in cancellation of agreement to use the facility. Special events such as funerals, midweek services, or church fund raising events will have **space priority**.
12. The Dalston-Crown Hill Pastoral Charge is a charitable organization and as such no stated fee for facility use is appropriate. However, as costs are incurred with the use of the facilities, such as heat and lighting, donations are encouraged.

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