

POLICY FOR THE USE/RENTAL OF NORWICH UNITED CHURCH (the Church) FACILITIES

The following guidelines are to be used by the Rental Team (the team) for the purposes of approving the use/rental.

If the Church organizes an activity or service and hires individuals to provide such activity or service, the terms of this policy do not apply as this is not considered a rental.

The team:

- the Administrator, the Church Secretary and the Minister;
- reports to the Administration Committee: and
- may appoint someone to handle all administration related to rentals.

Once the team approves the use of the space; and the user agrees to the terms of the rental as outlined on the attached Rental Agreement and Agreement to Fees form (the form), no further action is required other than as indicated on the form.

The team may agree to lowering or waiving of the fees as outlined in the form if the space is being used for activities directly related to the purpose/ mission of the church.

- Details are recorded in the Administration Committee meeting minutes.
- A minimum hourly rate of \$10 or the estimated cost for the space usage, whichever is greater should be charged; however, Council may waive all fees. Alternatively the user can volunteer time/talents to the Church in lieu of fees.
- If a cash donation is made, it is not considered tax deductible and no tax receipt will be issued by the Church.
- All other terms of the form apply.

No lowering or waiver of fees is extended if the space is being used for weddings, funerals or for social functions such as family dinners, parties, anniversaries. Lowering of fees for funerals may be considered in hardship circumstances only.

In accordance with taxation rules, members and non members of the Church must be treated in the same manner.

Use/Rental of Space for Activities by Other Registered Charities and Non-Profit Organizations

- All rental fees are waived for other registered charities and non-profit organizations.
- Following taxation rules, if donations are made no income tax receipts can be issued.
- The rental agreement form must be signed by the authorized representative of the renter.

Miscellaneous

All rentals must comply with Federal and Provincial rules and regulations, local government bylaws, and United Church of Canada policies as appropriate.

In all cases, approval of the use/rental is subject to space being available on the dates requested. Should the space be needed for Church priority activities such as funeral luncheons, all efforts will be made to accommodate the renter; however, the Church activity has priority.

In most cases, all renters are required to have their own liability insurance and agree to the terms of the Church's Indemnification and Hold Harmless Clause (copy attached) unless the space is being used for functions that are deemed social in nature, such as, weddings, funerals, dinners, parties, etc. Under special circumstances, the team may waive the user's needs for liability insurance.

- The renter is providing a service that NUC wishes to provide to the community if a Church volunteer was able and available to provide such service.
- Risk of injury is minimal.
- Council agrees to such waiver. By Council agreeing to waive such insurance, the Church assumes all risk of an insurance claim and any actions related to such claim.

In the event the renter is using space to provide an activity that could result in injury or harm to the participants, the renter must provide a waiver of liability form signed by each participant in the activity. Such form must contain, but is not limited to, releasing the Church from any liability, including financial responsibility for any injuries incurred by the participant.