

Nelson United Church Use of Facility

Rules & Regulations and Policies

A. RULES & REGULATIONS For use of Nelson United Church Facilities

- 1) One half of the User fees, up to a maximum of \$100, must be paid at the time of booking, and the balance and any additional costs arising out of the use of the premises will be settled within 10 days after the event.
- 2) The Church reserves the right to cancel, interrupt or revise any booking with reasonable notice. In such an event fees and other charges will be refunded.
- 3) Activities are to be kept to the designated area and supervised by the Users to ensure that behaviour is appropriate to the occasion. Not permitted: open fire (candles by permission only). No food or drink (other than water) is allowed in the Sanctuary. All exits must remain clear during the event including ensuring room between tables/aisles for quick evacuation if necessary.
- 4) Users are held to have inspected the premises, furnishings and equipment, and Nelson United Church does not warrant their condition. Any of the premises or furnishings or equipment not found in good repair or to be malfunctioning will be reported to the Event Manager or Church Administrator in the Church Office.
- 5) Use of the kitchen is by prior arrangement only and with the required clean-up deposit. Food prepared and/ or dispensed in the kitchen (or any other area of the Church must be supervised by a holder of BC Health Authority's FOODSAFE Certificate. Attached "Guidelines for the use of the Kitchen" will apply.
- 6) The Users shall indemnify and save harmless the Nelson United Church, their employees, servants, agents and contractors from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the premises, howsoever caused.
- 7) Any equipment, fixtures or appliances to be brought onto the premises by the User must have prior approval.
- 8) The User is responsible for leaving the area of use in a clean and orderly condition and for the repair or replacement of any furnishings or equipment misused by the User, its members, agents or invitees. Furnishings moved for the event will be returned to their original setting. The Sanctuary sound and recording system settings are clearly marked on the sound control mixer panel. The sound system is to be restored to the Church settings at the end of the User's event.
- 9) The User will ensure the interior fire doors are closed and exterior doors of the church are all locked and the building is vacated by all before they leave the premises.
- 10) The Alarm System arms itself at 11:00 pm each evening. Please ensure the event is finished and the building locked up before this time.
- 11) Helium balloons are prohibited in the Sanctuary. Please do not use tape to put signs on the wall or doors. Instead use "Funtac" or some similar putty product. Nothing is to be affixed to with nails to the floor, nor by tape to the walls. Floor cords should be duct taped (please bring your own duct tape). No painting is permitted in the Sanctuary.
- 12) If there is an injury during your event, please fill out a Critical Incident Report form. These forms are inside the First Aid Kits and on the bulletin boards. Please return the completed form to the church office.
- 13) It is the organizer's responsibility to ensure there is unimpeded egress in case of emergency. Priority seating should be given to those with mobility issues to ensure they can also exit safely in case of emergency.
- 14) Room capacities per fire department: Sanctuary – 260; Hall – 275 standing and 120 seated at tables (ie dinner event – 12 tables with 10 seated per table); Fairview – 60; Trinity Lounge – 25; St. Paul's Room – 15 to 20.
- 15) **If there is an emergency during your event and you need to contact someone from our church, please phone: Margaret Stacey 250-551-2751; Barbara Couch 250-354-4257; Peter & Lynne Busby 250-352-3961.**

B. POLICIES to be followed when using the facility:

- 1) Use of tobacco, alcohol or illicit drugs are not allowed on the premises
- 2) Gaming is not permitted on the premises, including raffles and 50/50's per United Church policy
- 3) Advertising undertaken by the User will only use the name "Nelson United Church" in the context of location and will not imply its sponsorship or endorsement of the User's activities.
- 4) The facilities will not be made available to any group or person to denigrate Christian beliefs or values.
- 5) First Nations welcoming: We acknowledge, respect and honour all Aboriginal people residing in this area and recognize the First Nations upon whose traditional territories this Church sits.

Adopted : November 30/15