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## P-3 FACILITY USE

### *Policy*

The Lord has provided us with wonderful facilities, and we acknowledge the responsibility of being good stewards of this resource. Accordingly, our church buildings and grounds are intended to be used for activities that support the Articles of Faith and Practice and Objects as outlined in our Constitution. Our church buildings and grounds will not be used for activities that conflict with the Articles of Faith and Practice and Objects as outlined in our constitution. As a registered charity we are not to provide undue benefits to our members. Therefore, LEMC members must pay the same fees as people from the public for private events.

1. LEMC ministries will be given priority in the use of the facilities. LEMC ministries must book the use of the facilities through the church office. These ministries must follow all procedures in this policy, excluding fees and permits.
2. Fees are set to reflect both the realistic the cost of the rental to LEMC and similar facilities in the community
3. Honorariums are paid directly to the individual
4. All bookings will be made through the church office administrator without exception.
5. The "Permit For Use of Facilities" form must be completed and signed. User must be at least 18 years old.
6. A \$250 security deposit will be required for all non-LEMC activities. A \$500 security deposit is required if the rental is on a Saturday night. This will be returned if the facilities are left in proper condition, and all fees are paid.
7. LEMC desires to ensure that regular programming will not occur in a room once it is set up for an event. For this reason fees are charged from the time that event is being set up until the event is completed.
8. Renter is required to provide a current certificate of extension of general liability and tenants legal liability insurance for event in the amount of \$1,000,000 ten days prior to that event
9. Fees are to be paid no later than the rental date.

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10. Bookings are subject to the approval of the LEMC Council (if bookings are in question).
11. LEMC reserves the right to cancel any bookings due to circumstances beyond their control.
12. Only qualified LEMC personnel will operate the sound system, video projectors, and computer systems.
13. No LEMC equipment or property may be taken from the premises without the approval of the administrative assistant.
14. Set up and cleanup is the responsibility of the user group unless other arrangements have been made with the custodian. This includes placing of garbage in containers provided, returning any LEMC property to the location it was found and immediately following the function, and removing any items brought on the premises.
15. No animals, other than special needs animals, are allowed in the building.
16. LEMC is a smoke/vape free facility.
17. Only non-alcoholic beverages are allowed on the property. Consumption and possession of cannabis or illegal drugs is prohibited.
18. Unauthorized recreational vehicles are not permitted on the property.
19. Facilities cannot be rented for "for profit" purposes.
20. All weddings must be approved by a member of LEMC's pastoral staff prior to booking.
21. After council review a group may be able to use the facility free of charge on a bona-fide basis. Council will review if the group closely resembles or furthers the Articles of Faith and Practice in LEMC's Constitution.
22. In special cases Council can review a rental request to a for-profit business. An example of a for-profit business that may be allowed to rent the facility would be Christian counseling services. This would be considered because counseling is unique and useful to members of our local community. These rental cases would only be allowed to proceed provided that the rental does not affect any LEMC programs.
23. There is no rental fee for funerals. Local funeral homes are exempt from requiring a security deposit and current certificate of extension of general liability and tenants' legal liability insurance for an event in the amount of \$1,000,000 10 days prior to that event.
24. There is no charge for small family meals when the gathering is immediately following the Sunday Service, and is to celebrate baby dedications and baptisms.
25. Any exceptions to the above procedures subject to approval by Council.\*

## P-3 Facility Use Policy

### AUDITORIUM

Price includes set-up sanctuary style  
All other set-up is \$50 more

<b>150 Auditorium set as an auditorium (capacity 345)*</b>	<b>Fee - 4 hours or less</b>	<b>Fee - 5 hours</b>	<b>Fee - 6 hours</b>	<b>Daily Fee</b>
100 or less	\$50	\$75	\$100	\$150
150 or less	\$85	\$110	\$135	\$185
200 or less	\$120	\$145	\$170	\$220
250 or less	\$140	\$165	\$190	\$240
300 or less	\$155	\$180	\$205	2
345 or less	\$190	\$215	\$240	\$290
<b>Needing overflow (capacity 130)</b>				
475 or less	\$225	\$250	\$275	\$325

*\*(includes regular seating, piano etc)*

<b>Auditorium set as a dining venue* (capacity 265)*</b>	<b>Fee - 4 hours or less</b>	<b>Fee - 5 hours</b>	<b>Fee - 6 hours</b>	<b>Daily Fee</b>
150 or less	\$115	\$155	\$195	\$275
200 or less	\$165	\$205	\$245	\$295
265 or less	\$200	\$240	\$280	\$360

*\*(includes additional items listed in table 1 )*

**ADDITIONAL SET UP FEES FOR AUDITORIUM**  
 Additional rental time needed by the renter to set up is charged at \$50/hour or regular fee, whichever is less.  
 Daily fee for the expected attendance will be charged for additional days the room is set up for the event. This means renter pays for the entire time the room is set up.  
 The custodian may or may not be available to help with additional set-up. Fee is negotiated with the custodian.

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**FIRESIDE ROOM**

All other set up is \$30 more

<b>Fireside Room (capacity is 100 with tables and chairs, and 130 with chairs)*</b>	<b>Fee - 4 hours or less</b>	<b>Fee - 5 hours</b>	<b>Fee 6 - hours</b>	<b>Daily Fee</b>
Less than 25	\$30	\$45	\$60	\$90
Less than 75	\$50	\$65	\$80	\$110
Less 130	\$75	\$90	\$105	\$135

**YOUTH ROOM**

Set-up is \$30 more

<b>Youth Room (capacity with tables and chairs is 55, with only chairs is 75*)</b>	<b>Fee - 4 hours or less</b>	<b>Fee - 5 hours</b>	<b>Fee - 6 hours</b>	<b>Daily Fee</b>
Less than 25	\$30	\$45	\$60	\$90
Less than 75	\$75	\$90	\$105	\$135

\*(includes additional items listed in table 1)

**ADDITIONAL SET UP FEES FOR FIRESIDE ROOM AND YOUTH ROOM**

Additional rental time needed by the renter to set up is charged at \$50/hour or regular fee, whichever is less.

Daily fee for the expected attendance will be charged for additional days the room is set up for the event. This means renter pays for the time the room is set up.

**GYMNASIUM**

Price includes no set up.

Daily Fee reflects that the use of the rest of the church is limited.

<b>Gymnasium for sports events*</b>	<b>Fee for under 4 hours</b>	<b>Fee- 5 hours</b>	<b>Fee - 6 hours</b>	<b>Daily Fee</b>
25 or less	\$30	\$65	\$90	\$150
50 or less	\$50	\$85	\$110	\$170
100 or less	\$100	\$115	\$160	\$220
150 or less	\$150	\$165	\$210	\$270
200 or less	\$175	\$190	\$235	\$295
265 or less	\$200	\$235	\$270	\$320

\*no equipment included

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Gymnasium for dining-type events (265 capacity)* (includes use of tables and chairs)	Fee for under 4 hours	Fee – 5 hours	Fee – 6 hours	Daily fee
50 or less	\$80	\$120	\$160	\$240
100 or less	\$95	\$135	\$175	\$255
150 or less	\$115	\$155	\$195	\$275
200 or less	\$155	\$190	\$235	\$305
265 or less	\$200	\$240	\$280	\$360

**ADDITIONAL SET UP FEES FOR GYMNASIUM**

Additional rental time needed by the renter to set up is charged at \$50/hour or regular fee, whichever is less. The custodian may or may not be available to help with additional set up. Fee is negotiated with the custodian. Daily fee for the expected attendance will be charged for additional days the room is set up for the event. This means renter pays for the entire time the room is set up.

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### SERVERY

Servery *	Fee under 4 hours	Fee - 5 hours	Fee - 6 hours	Daily fee
Under 20	\$10	\$15	\$20	\$30
Under 50	\$20	\$25	\$30	\$40
Under 100	\$30	\$35	\$40	\$50
Under 150	\$40	\$45	\$50	\$60
Under 200	\$50	\$55	\$60	\$70
200 +	\$60	\$65	\$70	\$80

\*price includes use of all items normally available in the servery, including all appliances, coffee makers, roasting pans, griddles, serving utensils, tea towels and dish cloths. Availability varies. All items are to be appropriately cleaned at the end of the rental. Price is based on the number of people event is staged for, not the number of people in the kitchen.

#### **SET UP FEES FOR SERVERY**

**Additional time needed by the renter to set up is charged at \$50/hour or regular fee, whichever is less.**

**Daily fee for the expected attendance will be charged for additional days the room is set up for the event. This means renter pays for the entire time the room is set up.**

### MEETING ROOMS

Price includes no set-up

Meeting Rooms	Fee under 4 hours	Fee - 5 hours	Fee - 6 hours	Daily fee
15 person max	\$5	\$10	\$15	\$25

**TABLE ONE**  
**Additional Items Available For Rentals**

Additional Items requested*	Number requested
21 eight-foot rectangular tables	
3 six-foot rectangular tables	
27 six-foot round tables	
230 burgundy plastic chairs	
50 brown plastic chairs	
175 place settings	
20 Salt and pepper shakers	
Bunn coffee maker	
Nursery	

\*All items are to be appropriately cleaned at the end of the rental

**SEPARATE COSTS**

PERSON	Payable by cheque directly to the person
<b>PASTOR/OFFICIANT</b>	Suggest \$400
<b>SOUND TECHNICIAN</b>	\$75 for the first hour, \$50/hr for every additional hour required.
<b>VIDEO CONTROLLER</b>	\$75 for the first hour, \$65/hour
<b>CAMERA OPERATOR</b>	\$75 for the first hour, \$40/hour
<b>COMPUTER TECHNICIAN</b>	\$75 for the first hour, \$40/hour