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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 for activities supporting the Articles of Faith and Practice and Objects 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 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 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. The user must be at least 18 years old.
6. A \$500 security deposit will be required for all activities. This will be returned if the facilities are left in proper condition and all fees are paid. Security deposits are to be paid by cash or cheque only.
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 for the day that the event is being set up until the event is completed.
8. The renter is required to provide a current certificate of extension of general liability and tenant legal liability insurance for the event of \$2,000,000, 1 week before the rental date.
9. Fees are to be paid no later than 1 week before the rental date.

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 its control. Example: Funerals.
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.
14. Cleanup is the responsibility of the user group. This includes placing garbage in containers provided, returning any LEMC property to the location, 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 are prohibited.
18. Unauthorized recreational vehicles are not permitted on the property.
19. Facilities cannot be rented for "for-profit" purposes or political purposes.
20. All weddings must be approved by a member of LEMC's pastoral staff before booking.
21. After council review, a group may be able to use the facility free of charge on a bona fide basis. The council will review whether the group closely resembles or furthers the Articles of Faith and Practice in LEMC's Constitution.
22. In special cases, the Council can review a rental request for 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. Funerals for LEMC congregants may use the church facility at no cost. Non-congregational users will be charged according to the rental policy. Local funeral homes are not required to provide a security deposit or a certificate of extension for general liability and tenants' legal liability insurance.
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 are subject to approval by the Council.
26. If there are any additional rental options you are interested in, please contact the office directly at admin@lemconline.org or **519-291-2611**.

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AUDITORIUM

Price includes set-up, sanctuary style

The auditorium set as an auditorium (max 450)	Fee
325 max	\$250
450 max	\$300

**(includes regular seating, piano etc)*

Auditorium set as a dining venue	Fee
Capacity 200	\$450

FIRESIDE ROOM

Fireside Room (capacity is 50 with tables and chairs, and 115 with chairs)	Fee
Up to 4 hours	\$100
Full Day	\$200

YOUTH ROOM

Youth Room (capacity with tables and chairs is 50, with only chairs is 75)	Fee
Up to 4 hours	\$90
Full Day	\$175

(includes additional items listed in Table 1)

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GYMNASIUM

The price includes no setup.

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

Gymnasium for sports events*	Fee
Fee for under 4 hours	\$150
Daily Fee	\$300

*no equipment included

Gymnasium for dining-type events (200 capacity)* (includes the use of tables and chairs)	Fee
Setup & Teardown included	\$400
Set up & Teardown on your own	\$300

SERVERY

Servery	Fee
Under 4 hours	\$75
Daily Fee	\$100

*Price includes using all items normally available in the server, including all appliances, coffee makers, roasting pans, griddles, serving utensils, tea towels, and dishcloths. Availability varies. All items are to be appropriately cleaned at the end of the rental.

ADDITIONAL ROOMS

Price includes no set-up

Rooms off the gym, Classrooms, Boardroom, Nursery	Daily Fee
Capacity 20 people	\$50/room

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TABLE ONE
Additional Items Available

Additional Items Requested*	Number requested
19 eight-foot rectangular tables	
2 six-foot rectangular tables	
27 six-foot round tables	
204 burgundy plastic chairs	
8 brown plastic chairs	
Chair rest covers	
Black & white tablecloths	
Salt and pepper shakers	
Bunn coffee maker	

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

SEPARATE COSTS

PERSON	Payable by cheque directly to the person
PASTOR/OFFICIANT	Suggest \$250
SOUND TECHNICIAN	\$75 for the first hour, \$50/hr for every additional hour required.
VIDEO CONTROLLER	\$75 for the first hour, \$65/hour
CAMERA OPERATOR	\$75 for the first hour, \$40/hour
COMPUTER TECHNICIAN	\$75 for the first hour, \$40/hour