

St. Martin's United Church Facilities Rental Policy

Purpose

As an inclusive and welcoming church St. Martin's United Church strives to make its physical facilities accessible to congregation members as well as a variety of community groups and agencies.

Rental Eligibility

- Any individual or group from within the congregation or any community group or agency is eligible to apply for use of church facilities. Groups are welcome whether they are non profit or profit making.
- In cases where a rental application may come into question, the church reserves the right to refuse access when the renter's aims and goals do not match the ethos of the United Church of Canada. The office administrator will consult with other staff members when questions arise related to the scheduling or suitability of a rental application.
- The Sanctuary will not be available on Saturday nights during Advent or Christmas or during Holy Week (Palm Sunday – Easter Sunday)

Rental Application Process

Rental applications are begun by contacting St. Martin's United Church Office administrator during regular business hours at stmartinsunitedchurch@shaw.ca or at 306-343-7101. The office administrator will determine availability of space, conduct a tour if requested, and complete the specifics of the rental including a determination of fees being charged. Access to and return of keys for the building is arranged by the renter with the office administrator.

***Priority will be given to church functions including funerals, funeral lunches, weddings, choir rehearsals and to long term permanent users such as the Preschool and Alcoholics Anonymous.**

The renter will be required to sign the rental document and a refundable damage deposit may be required. The deposit will be refundable when the church is left in good condition following the event. This deposit is nonrefundable if the event is cancelled within 24 hours of the event.

Insurance

Major renters may need to add St. Martin's as an additional insured under their own liability policy at their own expense. Renters requiring further coverage or special coverage would be required to purchase that coverage at their own expense.

Set Up/Cleanup

- Basic set up and cleanup, stacking of chairs and tables, shutting off of lights, garbage removal, equipment and furniture placement, window closures and lockup is the responsibility of the renter and is required.
- The church's caretaker can be hired to do major cleanup on a fee for service basis.

Damage

Renters are responsible for the supervision and actions of the individuals involved in their group's event. Damages over and above the value of the damage deposit incurred to the church, equipment or contents are the express responsibility of the renter. Damage, repair or replacement will be conducted by the renter in a timely and appropriate fashion in consultation with the church caretaker and Property Committee.

- Smoking is not allowed on the premises nor within the City of Saskatoon bylaw restrictions regarding entrance clearance.

- Pets are not allowed on the premises unless Seeing Eye assistance is required.

Sound System

Sound equipment and LCD projector can be rented by group requesting rental of the sanctuary. As these are sensitive pieces of equipment it is our desire to ensure good and appropriate use of them. Groups renting this equipment must provide a trained sound technician or pay a fee to the church sound technicians to either run the equipment or train the renter for use. This is subject to the church sound technician's availability.

Equipment Rental – catering equipment/dishes/linen and upstairs PVC tables will not be rented for use outside of the building. In the case of other equipment e.g. chairs lower level PVC and wood tables, music stands etc., special arrangements can be made by identifying a need to the office administrator. Priority use of this equipment will remain with church functions and events. Good stewardship in the use of this equipment is to be exercised at all times. Replacement of this equipment will be the responsibility of the renter should damage or losses occur.

WIFI Access – the church is equipped with WIFI. Acting on the security advice of our technological management company, WIFI access is limited to congregational committee's and groups as well as those serving in leadership with the wider church e.g. Presbytery executive, Conference Staff. Access to our network is not available to community groups or outside rentals.

Catering

The renter reserves the right to choose catering privately or through the UCW catering service.

- Kitchen rental fees would be applied in the event the renter chooses a private caterer or does food preparation independently.
 1. All food preparation supplies are the express responsibility of the renter.
 2. Kitchen and equipment is included in the rental fee. Cleaning of any kitchen equipment used is the express responsibility of the renter.
 3. Cleanup of the kitchen is the express responsibility of the renter or private caterer.
 4. For events where meals are being prepared and dishwasher operation is required, orientation to dishwasher operation will be necessary if renter has no previous experience with this equipment. Arrangements can be made for this through the office administrator.
 5. Alcohol cannot be served on St. Martin's United Church premises.
- Kitchen rental fees will not be charged if the UCW is catering the event.
 1. The UCW reserves the right to refuse a catering event.
 2. The UCW reserves the right to set fees for catering, dependant on market availability of specifically requested food items. Fees will be paid directly to the UCW.
 3. The UCW will provide a written catering estimate if requested.

Fees

Rental fees will be charged as per the attached schedule for the use of room, spaces and equipment.

- Damage deposit will be required upon signing of the rental agreement.
- Fee payment will be due prior to or on the day of the event.
- Any special requirements or upgrades (e.g. electrical) will require appropriate notice and additional fees will be charged to the renter.
- The office administrator reserves the right to adjust fee payment for non profit or underemployed groups based on the ability to pay.
- Congregation members are required to pay fees for private functions such as anniversaries and personal interest groups.

- The Ministry staff reserve the right to adjust or withdraw personal fees for weddings and funerals. Rental fees for space or equipment may be reduced or waived by the ministry staff in circumstances where inability to pay is demonstrated.

Gambling

Groups renting space at St. Martin's may not do so if the primary activity is gambling.

Example:

- A group raising funds, even for a worthy cause, may not hold a casino night or a bingo.

Groups renting space at St. Martin's may engage in minor gambling activities so long as the gambling is incidental to the purpose of the meeting.

Examples:

- A family holding a birthday party may draw for door prizes
- A community group holding its annual meeting may raffle a quilt
- A group holding a fund-raising auction may also have a 50-50 draw
- A group may flip a coin or play rock-paper-scissors to determine who pays for coffee

St. Martin's will not rent space to groups whose primary purpose is to support or promote gambling.

Examples:

- Saskatchewan Gaming Commission, fantasy football league, casino workers union

Revised by St. Martin's Board May 31, 2012