

St. Martin's United Church

Facilities Rental Policy and Fee Structure

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 be kept available for church functions on Saturday nights during Advent, Christmas, New Years and during Holy Week (Palm Sunday – Easter Sunday). Outside bookings will be made at the discretion of the office administrator.

Rental Application Process

Rental applications are begun by contacting St. Martin's United Church Office administrator during regular business hours at office@stmartinsuc.com 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 Alerces Spanish Preschool, Living Sky Taiko Alcoholics Anonymous and Narcotics Anonymous.**

The renter will be required to sign the rental document. At the discretion of the office administrator, a refundable damage deposit may be required at the time of signing. The damage deposit will be 50% of the total cost of the rental.

The deposit will be refunded or charged against the amount owing 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

Long term 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 cleanup on a fee for service basis. This is after hours' callback and is subject to caretaker availability.
- Caretaker's service will be required for all Saturday night rentals as per rental fee structure.

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. In some cases, the repair may be undertaken by the church and billed to the renter.

- Smoking is not allowed on the premises nor within the City of Saskatoon bylaw restrictions regarding entrance clearance. A smoking area has been created and smokers are asked to use this space. Cigarette butt receptacles are provided. .
Aboriginal or cultural ceremonies are exempt.
- Pets are not allowed on the premises unless rental participants require the use of a companion animal or in special circumstances previously arranged with the office administrator.

Sound System

Sound equipment and LCD projector can be rented by groups 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 hire one of the church's sound technicians. This is subject to the sound technician's availability. Basic training will be provided at no additional charge by ministry staff.

Equipment Rental – catering equipment/dishes/linen and all PVC tables stored upstairs 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. The church will replace damaged equipment at the renter's expense.

Keys-renters sign out keys for rental spaces through the office administrator. Church keys are the express responsibility of the renter and will not be lent to others or copied. Keys will be returned

immediately after the event. Lost or stolen keys must be reported to the office administrator immediately.

\$35.00 will be charged for lost or stolen keys. A key audit will be conducted once a year or at the discretion of the office administrator.

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

Catering

The renter reserves the right to choose catering privately or through the United Church Women catering service.

- Kitchen rental fees would be applied in the event the renter chooses a private caterer or does food preparation independently.
 1. Kitchen and equipment is included in the kitchen rental fee (**with the exception of linen**).
 2. Cleaning of any kitchen equipment used is the express responsibility of the renter or private caterer.
 3. Cleanup of the kitchen spaces (countertop/floor/appliances) is the express responsibility of the renter or private caterer.
 4. Provision of all food preparation supplies are the express responsibility of the renter.
 5. For events where meals are being prepared and dishwasher operation is required, orientation to dishwasher is required if renter has no previous experience with this equipment. Orientation arrangements will be made through the office administrator.
 6. Alcohol cannot be served on St. Martin's United church premises.

- United Church Women Catering Service
 1. UCW representative's contact information will be provided by the office administrator.
 2. All arrangements for catering functions will be negotiated between the renter and the UCW representatives.
 3. The UCW will provide a written catering estimate if requested.
 4. The UCW reserves the right to set fees for catering, dependent on market availability of specifically requested food items.
 5. The UCW reserves the right to charge additional fees for linen use.
 6. All fees will be paid directly to the UCW.
 7. The UCW reserves the right to refuse a catering event.
 8. Kitchen rental fees will not be charged if the UCW is catering the event.

Fees

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

- Damage deposit may be required upon signing of the rental agreement at the discretion of the office administrator.
- Fee payment will be due on the day of the event or, with the prior approval of the office administrator, within a reasonable time following.
- All keys will be returned in a timely fashion. \$35.00 fee will be charged for lost or stolen keys.
- 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.

Revision approved by St. Martin's United Church Board September 28th, 2017

St. Martin's Church Rental Rates

Non-profit or underemployed groups will be charged 50% of this fee structure.

Rental Charges				
Sanctuary	Full Day 150.00	Half Day 75.00	2 Days 250.00	3 Days 350.00
Large Downstairs Hall	Full Day 75.00	Half Day 50.00	2 days 140.00	3 days 205.00
Lounge	Full Day 90.00	Half Day 60.00	2 days 150.00	3 days 210.00
Kitchen with use of Stove, Fridge & Coffee Maker	Full Day 100.00	Half Day 50.00	2 days 150.00	3 days 225.00
Kitchen & Equipment Includes all equipment, dishes and dishwasher Exception: Linen	Full Day 130.00	Half Day 65.00	2 days 200.00	3 days 350.00
Other Equipment Tables, chairs, card tables etc.	To be determined by individual circumstance.			
Classroom	Full Day 30.00	Half Day 20.00	2 days 50.00	3 days 70.00
Chapel	Full Day 90.00	Half Day 45.00	2 days 150.00	3 days 210.00
Piano/Organ	50.00 each			
Sound Equip	50.00			
LCD Projector Screen, DVD or CD Sound Equipment	100.00			
Caretakers Fee (After hours' callback)	90.00			
Sound Technician	75.00			
Lost or Stolen Key	35.00			
Electrician Fee	Market rate plus, materials			

Wedding Fees

Sanctuary (includes use of projection and sound)	150.00
Chapel (worship)	90.00
Minister	200.00
Caretaker	90.00
Pianist/Organist	85.00
Soloist	65.00
Choir	75.00
Office Service	50.00

Funeral Donation

Sanctuary (includes use of projection and sound)	150.00
Chapel (worship)	90.00
Minister	200.00
Caretaker	90.00
Pianist/Organist	85.00
Soloist	65.00
Choir	75.00
Office Service	50.00

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