

Buildings Use Policy, Oromocto Pastoral Charge January 2015

The building facilities of the Oromocto Pastoral Charge include two buildings. Pine Grove United Church is located at 544 Route 102, Burton and Oromocto United Church is located at 144 Winnebago Street, Oromocto.

Both Buildings are dedicated to God and therefore are considered sacred space within the understanding of the United Church of Canada. These properties are held in trust by the Board of Trustees of the Pine Grove and Oromocto United Churches.

The Church Council of the Oromocto Pastoral Charge is responsible for the maintenance and care of the facilities and determining their use. It is the Joint Session of the Pastoral Charge which determines what activities may take place within the sanctuaries.

These guidelines are intended to allow for and promote the widest possible use of the buildings for the members, adherents as well as the communities where they are located while respecting the purpose for which they were built.

The facilities are first and foremost intended for the use of the congregations in worshipping God and carrying out Christian ministries of education, stewardship, social concern, health and mission outreach.

AUTHORIZATION FOR FACILITY USE

All organizations or individuals [members and adherents] must submit a request for any use of the property through the church office which will be reviewed in concurrence with the building use guidelines.

Worship and the activities of the Oromocto Pastoral Charge will have priority in scheduling facility use.

The minister will make day to day decisions concerning the use of the buildings using these approved guidelines. In the case of an unusual request or a request from a group or individual not already regularly using the church, approval shall be given by the Church Council, except when the issue involves a sanctuary in which case the decision of the Joint Session shall be final. All Facility Application requests are to be given to the church office administrator who will ensure there are no scheduling conflicts and will ensure the event is recorded on the master calendar. Once the event has been approved, the office administrator will inform the Joint Stewards.

All users of the buildings are expected to follow the guidelines and policies set by the Church Council. Failure to do so may result in a cancellation of a reserved time or ongoing privileges for building use.

The following activities will usually receive approval upon request for the use of the facilities at no charge, with the exception of weddings.

- 1) Worship functions planned by the ordained minister or elders:
 - a. Sunday and special services of worship,
 - b. Funerals for members and adherents and receptions associated with funerals,
 - c. Funerals for other churches, denominations and or faiths and receptions associated with funerals,
 - d. Joint services with other churches, denominations, faiths
 - e. Requests from other churches for use of our facilities for larger services. [i.e a Saint John's Anglican funeral]
- 2) Regular Church Meetings
 - a. Groups, committees, staff and leaders are responsible for scheduling, set up and clean up.

- 3) Church Sponsored Programs
 - a. Study and devotional groups
 - b. Seminars and workshops
 - c. Dinners and fellowship events
 - d. Groups, committees, staff and leaders are responsible for scheduling, set up and clean up
- 4) Church Organizations Activities
 - a. United Church Women
 - b. Youth Groups
 - c. Groups are responsible for scheduling, set up and clean up.
- 5) Community Activities
 - a. Rotary
 - b. Girls Guides/ Scouts
 - c. Just for Today
 - d. Lintuhtine Choirs
 - e. Groups are responsible for scheduling, set up and clean up. Groups may be required to provide proof of insurance depending on the nature of the activity.

POLICIES FOR USE OF THE FACILITIES

- 1) Policies concerning the use and care of the facilities will be observed in the interest of all users. In general, care for furnishings, maintaining the cleanliness of the facilities, economy of utilities and the welfare and safety of all users shall be respected at all times.
- 2) Questions concerning the use of furnishings, equipment or other concerns will be directed to the Joint Stewards.
- 3) It will be the responsibility of the individual in charge of any function, as indicated on the Application for Building Use Form, to ensure that all areas are cleaned and returned to the condition as outlined here in.
 - a. all doors and windows will be locked
 - b. lights turned off except those designated to stay on
 - c. keys returned [if applicable]

KEY CONTROL

Key control is an ongoing challenge. The Church Council, or its designate, reserves the right to change the locks anytime it feels this is in the interest of the pastoral charge.

- a. Keys are to be arranged for through the Church office upon approval for facility use,
- b. It is expected that no copies of any key will be made,
- c. It is expected no key will be subsequently loaned to another individual,
- d. Keys will not be given to anyone not approved on the Building Use Application Form,
- e. All keys will be returned at the end of a program or event, and
- f. Anyone in permanent possession of a key shall have their name recorded in the key control file.

FEE POLICY

- 1) There is no fee for facility use involved in regular church sponsored activities
- 2) Facility use fees may be charged to other authorized users depending on the nature of the application for use. {see Authorization for Facility Use}
- 3) All users of the facility are expected to comply with the buildings use request procedures.
- 4) When facility use fees are determined they are expected to be paid in full in advance of the event.
- 5) It is understood that any misuse, abuse or inappropriate behaviour may disqualify a group from future use of the facilities.
- 6) A fee of \$20 will be charged if a check is returned for non sufficient funds (NSF).

THE SCHEDULE OF FEES

<u>Fees</u>	<u>Less than 4hrs</u>	<u>Full Day</u>
Reservation deposit*	\$50	\$100
Oromocto Sanctuary	\$150	\$300
Pine Grove Sanctuary	\$75	\$150
Multi-purpose Room (Nursery)	\$25	\$50
Rental of Hall	\$100	\$200
✓ Room and kitchen	\$125	\$250
✓ Room, kitchen, dishes and self catered (plus damage deposit)	\$150	\$300
Cleaning/damage deposit (when required)		\$300

* The deposit will be applied to the fees at the time the final fees are submitted. These are normally due in total no later than one week prior to the event.

Hourly rates may be negotiated. Requests for a group to use the church on a regular basis will be submitted to the Church Council for approval. Groups who are regular users of the church facilities may be offered a discount of 25%