

ST. JOHN'S PRESBYTERIAN CHURCH – BRADFORD
COMMUNITY USE OF FACILITY – POLICY & RENTAL
SCHEDULE

PURPOSE

1. St. John's Presbyterian Church ("the Church") shall encourage the community's use of its facilities.
2. The policy of the Church will be to allow the first priority in the use of its facilities based on the following user classifications, defined as follows:
 - A ORGANIZED GROUPS/COMMITTEES OF THE CHURCH** – including the Presbyterian Church of Canada;
 - B ALL NON-PROFIT GROUPS AND/OR INDIVIDUALS WHICH PROMOTE THE CHRISTIAN VALUE**
 - including but not limited to: other church & religious groups; community youth groups such as Scouts Canada & Girl Guides Canada; municipal youth classes & youth recreational uses; etc..
 - unorganized groups or individual good standing members of St. Johns' congregation.
 - C ALL OTHER NON-PROFIT GROUPS AND/OR MEMBERS OF THE COMMUNITY**
 - including but not limited to: municipal adult classes & recreational uses not charging an admission, participation and/or user fee; non-profit theatrical, entertainment, concert & performance groups; ratepayer associations; school groups; etc..
 - D ALL FOR PROFIT GROUPS, INDIVIDUALS, BUSINESSES, PARTNERSHIPS OR PROPRIETORSHIPS**
 - including but not limited to: individuals or groups providing services or programs to the community & charging an admission, participation and/or user fee (music, dance, drama, gymnastic instruction etc.); businesses providing employee or client functions, employee training sessions or meetings and; trade shows, etc..
3. The Church will allow use of its facilities and will impose a charge based on the previously defined user group classifications (Item No. 2) in accordance with the current Facility User Rate Schedule in order to be fiscally responsible for the safety, cleanliness, maintenance and security of the Church's facilities.

RESPONSIBILITIES

1. The Board of Managers of the Church will be responsible for the overall supervision and administration of this policy which shall include the following:
 - a) provide opportunities for the community use of the Church facilities as set forth previous;
 - b) review prior to the beginning of each calendar year this policy, including the Facility User Rate Schedule and make revisions/changes for the following calendar year;
 - c) fairly & quickly deal with any damages arising to the Church facilities by any user group and administer penalties to the user group for costs associated to the repair of any damages, including banishment of the user group from further use of the Church facilities;

To rent our facilities

1. Read the Policy and Rental Schedule carefully. You will find much of the information you need there with respect to renting St. John's Presbyterian Church facilities.
2. Contact the church office and ask for an Application Form
3. Complete the form. It will ask you for information such as:
 - * purpose of renting
 - * name, address, telephone number. email address, contact person
 - * the facilities you wish to rent
 - * the equipment you would like to use
 - * date(s) you wish to rent the facilities
 - * number of participants expected to attend or take part
4. Make arrangements with the person at the church office re:
 - * any questions you may have
 - * the total amount of the fee requested
 - * place to leave the application form and the fee.