

## RENTAL FEES SCHEDULE

Room	capacity (approx.)	Price
Sanctuary	250-300	\$125.00
Fellowship Hall (gym)	72'x40'	225.00 or \$35/hour
Kitchen - for cooking/serving		100.00
Kitchen - for serving only		50.00
Room 100 Fellowship Hall	60-75	75.00
Kitchen in Room 100		25.00
SS Rooms for meetings		25.00
Library    35-40	30.00	
Foyer       50-60	30.00	
Tables & chairs - set-up (optional)		25.00
Tables & chairs - take down (optional)		25.00
Tablecloths		3.00 each
Custodial fee (clean-up) charged for all rentals		35.00
Keyholder & PA person fee		\$15.00 per hour

*The keyholder fee will be charged for the entire time our facilities are being used (decorating, set-up, rehearsal, meeting, etc.). An assigned keyholder must be present during this time.*

**NOTE: Our insurance company requires a Liability Certificate for any group or individual renting our facilities. The liability limit would be for a minimum of \$2,000,000 (2 million).**

## CHURCH USE POLICY

Breslau Mennonite Church (BMC), a not-for-profit corporation, strives to be a welcoming community of faith and provides a safe and accessible space for friends, families, visitors, neighbours in the community, BMC members and adherents.

We are grateful stewards of our facility and extend its use for activities which are purposefully any or all of the following:

- reverent
- compassionate
- hospitable
- charitable
- community and relationship building
- health promoting: mentally, physically, and spiritually

We want our facilities to be used as much as possible, but ministry and programmes of BMC take precedence in building use, then functions planned by members of the church, and thirdly bookings by outside groups.

BMC will rent the facilities to approved individuals and groups for whom the Trustees deem their purpose to be appropriate.

The Trustees may exercise their discretion with specific requests or may elect to defer to Church Council, e.g. recurring rentals that may impact BMC's regular use of the facility or represent a larger commitment.

Routine requests may be handled by the Administrative Assistant in the BMC office, in consultation with the Pastor. The Administrative Assistant will inform the Chair of Trustees of any rentals, and consult with Trustees where the request is not routine.

Recurring rentals that extend for more than one year should be reviewed annually by Trustees and, by Church Council, if deferred to Church Council by Trustees.

Use of the facilities is on a first-come, first-served basis. Ministries and functions of the congregation and Mennonite organizations receive first priority. A congregational emergency gathering takes priority over all other events. For BMC members and adherents use of facilities, it is considered that there is informed consent for impromptu events. If members and adherents wish to access the church space, they are to make contact by phone or email with a BMC Trustee or the BMC office .

Members and adherents wishing to access church space for church-related events in keeping with the church use policy, should contact the BMC office or a Trustee.

If BMC equipment is to be used for any rental, BMC members who know how to use the equipment need to operate the equipment.

The facility can generally be available for booking as follows: Monday to Friday between 8:00 am and 11:00 pm, Saturday, 8:00 am to 10 pm, and Sundays, 1:00 pm to 11:00 pm. The BMC custodian or others need time to clean up after an event and ensure the facility is ready for worship on Sunday or for another event the following day. Trustees, in considering this need, may specify hours of use by the renter that are different than the general availability.

The facility can be booked up to six months in advance.

All facility renters, including one-time renters, must sign a rental agreement form, through the BMC office.

BMC's insurance company requires a Liability Certificate for any group or individual renting our facilities. The liability limit would be for a minimum of \$2,000,000 (two million dollars). Fees that insurance providers may charge for providing a Liability Certificate to a group or individual are out of BMC's control.

All users of BMC facilities will respect and adhere to the following terms:

- Children must be supervised, and their safety considered foremost in all activities and uses of the facility.
- Users of the facility must follow BMC's Safe Place Guidelines.
- Service animals are welcome inside the facility, other animals are not permitted inside the facility.
- No games of chance, lottery, or gambling
- Fundraising (revenue generating) activities within the facilities are to be not for profit. Fundraising is permitted when the proceeds are given directly to non-profit organizations and charities.
- No alcoholic beverages
- No confetti or similar product
- No smoking or vaping allowed in any part of the building - smoking must be done outside. This includes smoking of tobacco or cannabis products. Trustees may make an exception to this rule (e.g., use of tobacco in a smudging ceremony by an Indigenous group).
- No meals to be served in the library - coffee & "finger foods" only.
- No candles or open flames
- If the large fellowship hall (gym) is being used for sports activities, all participants must wear non-marking rubber-soled (running) shoes or be in bare feet to prevent damage to the floor and to prevent injuries.
- Decorations or other materials should not be attached to walls without permission.

The renter uses premises at their own risk. Breslau Mennonite Church is not responsible for damage or loss of personal possessions, including vehicles in the parking lot.

Renters are responsible for damages caused by the renter or renter's guests

The member/adherent renting the facilities is the person responsible and must report any damage or breakage to the BMC office. Please read the "Keyholder Responsibilities for BMC Member Use" sheet to ensure facilities are properly maintained.

Approved by BMC Church Council September 7, 2022