

# Church Facilities Use: Policy and Procedures

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# I. Policy:

## 1. Introduction and Purpose

Richmond Presbyterian Church is a congregation within the Presbyterian Church in Canada. We praise, listen and respond to God through worship. Presbyterians believe that Jesus came into the world to demonstrate God's concern for the world and its people. Presbyterians of all ages learn to care for each other. Presbyterians are active in mission and worship beyond the congregation's activities.

The creeds, confessions and subordinate standards of the church speak to what we believe as Presbyterians. They serve as directives for worship, teaching, mission and service in the world. (Equipping Elders Handbook)

Our church has been blessed with a wonderful facility to carry out the mission of the church. Proper oversight must be given to the facilities to ensure it exists to successfully implement ministry objectives and goals. The life of the facility will be extended through a proper maintenance program. All Users must engage in proper care and safety, employ wise stewardship, and protect the facility and grounds against loss and misuse.

## 2. Authority

- i. The Presbyterian form of government is based on eldership. Teaching elders (ministers) and ruling elders (elders) share in the care and oversight of the ministry of Christ at every level of the Presbyterian Church. At the congregational level, Session (teaching and ruling elders) is the lower court of government. (Equipping Elders Handbook)
- ii. Session is responsible for all policy and procedures with respect to the use of the church buildings and property. (Book of Forms, 109.2)
- iii. The Board of Managers has a duty to care for the place of worship and other ecclesiastical buildings and to see that they are kept in good condition and repair. (Book of Forms 163.)
- iv. All rentals involving worship in any part of the facility requires Session approval.

## 3. Priority of Uses

- i. Functions of Richmond Presbyterian Church.
- ii. Functions of the Presbyterian Church in Canada and related ministries.
- iii. Other charitable groups with purposes similar to the Presbyterian Church in Canada.
- iv. Not for Profit organizations with purposes similar to the Presbyterian Church in Canada.
- v. For Profit activities will be considered if they do not contravene the positions adopted by the Presbyterian Church in Canada and/or Richmond Presbyterian Church.

## 4. Priority of Users

- i. Members, adherents, affiliated groups and committees of Richmond Presbyterian Church and the Presbyterian Church in Canada.
- ii. Individuals and groups from the local Richmond community.
- iii. Individuals and groups outside the local community.

## 5. Prohibited Uses

- i. The Session, Board, and designated church officers have the right and obligation to deny use of the church facilities for purposes incompatible with the mission statement and best interests of Richmond Presbyterian Church; or incompatible with positions adopted by the Presbyterian Church in Canada.
- ii. Church facilities are not available for partisan political, religious, or social purpose inconsistent with positions held and/ or adopted by the Presbyterian Church in Canada.
- iii. Gambling, lotteries, raffles, etcetera are not permitted within the church facilities or on the church grounds.

## **6. Encouraging Facility Use by Community Groups**

- i. Richmond Presbyterian Church has a history within the community of Richmond since 1960. We welcome the use of our facility by local community groups and organizations whose purpose is the betterment of persons and community through fellowship and education consistent with the positions of the Presbyterian Church in Canada.

## **7. Safety for Children and Vulnerable Adults**

- i. All users must be in compliance with the Presbyterian Church in Canada's policies on *Leading with Care*, and *Sexual Abuse and Harassment and Racial Discrimination* or have similar policies of their own.
- ii. When children are in attendance they must be under the supervision of their parents or designated adult(s) at all times. Children are not permitted to roam freely on church property.
- iii. All children's activities shall be supervised by a minimum of two adults.

## **8. Facilities Use**

- i. Policies and procedures concerning the use and care of the facilities will be observed in the interest of all users. Failure to do so may result in a cancellation of a reserved time or ongoing privileges for building use.
- ii. Church facilities are reserved for church functions on Sunday, unless approved by Session.
- iii. Approval of facility use is for the specific purpose stated and cannot be modified or transferred to others.
- iv. Facility use is restricted to designated access doors, designated rooms, designated equipment, common areas (washrooms and entrance ways) and the designated time. These are specified in the Facility Use Agreement. (See Appendix A)
- v. The premises and all equipment are to be left in the condition as they were when the facility use began. If furniture has been moved, return it to its original location. Close and lock windows and doors. Additional fees for custodial service may be applied, as outlined in the Fee Schedule.
- vi. No decorations or other materials are to be placed on the walls and windows.
- vii. Confetti, rice, and like materials are not to be thrown within the church facilities or on the church grounds.
- viii. Any use of the Church musical instruments within the facility must be discussed with the Use of Facility Committee designate and approved by the Music Director before proceeding.
- ix. Users may not move Church musical instruments. Request for moving musical instruments must be made to the Use of Facilities designate, approved by the Music Director and moved by the church designate.
- x. Heating and cooling systems are pre-set. Adjustments are to be done by the Administrative Assistant or church designate.
- xi. No storage space on church property shall be provided to Users or User Groups unless approved by the Board.

## **9. Fees for Facility Use**

- i. Fees are commensurate with the user group's usage, as outlined in the Fee Schedule (Appendix C).
- ii. There is no fee for use for Presbyterian Church sponsored activities and functions.
- iii. Users of the facilities are subject to the fees as outlined in the Fee Schedule.
- iv. The Board of Managers and Session may waive the facility rental fee for charitable groups with purposes similar to Richmond Presbyterian Church.
- v. Fees are to be paid in full at time of booking. Payment consists of a 50% deposit and 50% post-dated cheque, to the date of use. See Fee Schedule.
- vi. A damage deposit is required. Damages to the premises and equipment, and fees for additional custodial service will be charged to the Responsible Person.
- vii. Repeat/Frequent Users will arrange to pay monthly, in advance. In advance means payment received on or before the 25th day of the month prior to use. For payments by cheque, cheques are post-dated to the first day of the month.
- viii. Fees for Users will be reviewed annually or as stated in the Facility Use Agreement.

## **10. Alcoholic Beverages**

- i. Only beer and/or wine may be served.
- ii. The use and dispensing of beer and/or wine must be in full compliance with the rules, regulations and laws of the local and provincial authorities having jurisdiction in Richmond and the British Columbia Special Event Permit Terms and Conditions Handbook. This includes obtaining British Columbia Liquor Licences and permits.

## **11. Animals**

- i. Only guide/service dogs are permitted on the premises.

## **12. Emergency Procedures**

- i. All users must be aware of and familiar with emergency safety plans. The Fire Safety Plans Handbook is located in the main entrance between the entrance door and administration office window.
- ii. Evacuation maps are posted in all rooms. The facility is equipped with fire extinguishers and emergency lighting. Emergency exits are clearly marked with illuminated exit signs.
- iii. Users are not permitted to sit or place items such as tables and chairs in corridors, aisles or impede emergency exits.
- iv. All users must complete and submit an incident report to Richmond Presbyterian Church within 48 hours whenever medical/ first aid attention is administered on the church property or grounds.

## **13. Insurance**

- i. All Users/ User Groups must provide a current and valid Certificate of Liability Insurance coverage, naming Richmond Presbyterian Church as the insured for the duration of the contract. The certificate must be presented before the Use is approved and entered on the calendar.

## **14. Kitchen**

- i. The User or one or more members of the User Group or Repeat/ Frequent User Group must provide proof of a valid Food Safe Level 1 certificate to qualify for kitchen use.
- ii. With valid certification, use of the kitchen requires an orientation to the equipment, by the Use of Facilities Committee designate.
- iii. Without valid certification, a host can be provided to operate kitchen equipment for the User/ User Group. See the Facility Description (Appendix B) and Fee Schedule (Appendix C) for additional costs.
- iv. A church designate may supervise all single events, at the discretion of the Use of Facilities Committee.

## **15. Noise**

- i. Noise must be kept within acceptable limits at all times so as not to disturb the quiet, peace, enjoyment, and comfort of neighbours and be in compliance with City of Richmond Bylaws.

## **16. Parking**

- i. There are 74 parking stalls available on Richmond Presbyterian Church property. Additional parking may be available on side streets.

## **17. Public Address (PA) and Audio-Visual (AV) Equipment**

- i. PA equipment is available in the Sanctuary and Hall. AV equipment is available in the Sanctuary, Hall, Room 1 and Room 2.
- ii. A church designate must operate the AV equipment in the Sanctuary.
- iii. The User must provide their compatible laptop computer and accessories (e.g. HDMI cables).
- iv. WiFi is available in all rooms. User and password information is posted in each room.
- v. See the Fee Schedule for fees that apply.

**18. Publicity**

- i. Permitting an activity in the church facilities or grounds does not constitute endorsement of a User's policies or beliefs. A User shall not list the address or phone number of the Church as its contact information.

**19. Refunds**

- i. For Users: The deposit will be refunded if a notice of cancellation is received within a minimum of seven (7) days or more prior to the scheduled date of use.

**20. Responsibility**

- i. The person signing the Facility Use Agreement (Appendix A) is the designated Responsible Person.
- ii. The Responsible Person is liable for any damage to church property resulting from the Users' use of the facility. The Responsible Person will be liable for all fees related to damages.
- iii. The Responsible Person is to ensure that the facilities and grounds are left clean, safe and in the same order in which they were found.
- iv. The Responsible Person is the only person who can receive and use key(s).

**21. Smoking**

- i. Richmond Presbyterian Church is a non-smoking building and property. No smoking, vaping, or drug use is permitted in the building or on the property at any time.

## II. Procedures:

### 22. Request for Facilities Use

- i. All requests for uses are to be made to the Administrative Assistant.
- ii. Wedding, funeral, and memorial service requests are to be sent/ forwarded to the minister.

### 23. Applying for Facilities Use

- i. Requests for facility use are handled on a first come, first served basis and in compliance with the priority of use stipulated in the policy.
- ii. The Administrative Assistant maintains a calendar of scheduled events that is shared with the Use of Facilities Committee, custodian and congregation.
- iii. Richmond Presbyterian Church Users are to make bookings early to avoid conflicts with other Users wishing to use the facilities.
- iv. The Facility Use Request Form (Appendix D) is required for all facility use requests for all uses except Richmond Presbyterian Church and Presbyterian Church in Canada uses. The form is available from the Administrative Assistant.
- v. Richmond Presbyterian Church and Presbyterian Church in Canada requests for uses do not require a Facility Use Request Form. Bookings are done directly with the Administrative Assistant.
- vi. The Administrative Assistant is to forward the applicant's Facility Use Request Form to the Use of Facilities Committee.
- vii. Once the Use request has been deemed to fall within the Church Facility Use Policy, the applicant will be required to sign a Facility Use Agreement.
- viii. Richmond Presbyterian Church and Presbyterian Church in Canada uses do not require a Facility Use Agreement.
- ix. Documents to be completed and submitted are:
  - Facility Use Agreement,
  - Certificate of Insurance
  - Food Safe certificate, if applicable
  - Special Event Permit (SEP) and Special Event Server (SES) certificate, if applicable
- x. Once all documents and payment have been received, the Use will be entered on the Church Calendar.
- xi. When requests are deemed to be outside of the Church Facilities Use Policy, but still considered worthy, the Use of Facilities Committee will take these requests to the Board or Session for further consideration and final decision.

### 24. Payment

- i. The User will make payment consisting of a deposit of 50% of the usage fee dated to the date of booking, plus a cheque for the remainder and a cheque for damage deposit, both post-dated to the date of the Use. Payment is to be included with the completed documents.
- ii. All cheques/drafts/money orders will be in Canadian funds and made payable to: Richmond Presbyterian Church.

### 25. Cancellation

- i. An unplanned, unexpected church function, such as a funeral, can result in the cancellation of a previously planned and approved use, if a mutually agreed alternate arrangement cannot be reached. If a cancellation occurs, the fee will be refunded.

## 26. Security

- i. A church designate will be on duty whenever single Uses are outside of office hours. The premises will be opened 30 minutes prior to the Use and the building will be secured 20 minutes after the end of the Use.
- ii. For Repeat/ Frequent Users, after a probationary period of a minimum of four (4) uses it is required for the Responsible Person to be orientated to, understand and execute the security procedures for the church building during each use.
- iii. In the event a false alarm is tripped during the Use, the Responsible Person will incur the cost billed to Richmond Presbyterian Church by the Security Company.

## 27. Facility Use

- i. Users may not serve food in the Sanctuary, however communion elements are permitted.
- ii. Users must thoroughly clean all areas of use so that there are no traces of food nor drinks.
- iii. Food may not be prepared on the church premises, except for Richmond Presbyterian Church functions. However, food supplied by caterers or User Groups may be warmed in the kitchen.
- iv. Users are to supply their own condiments, tablecloths, and napkins.
- v. No food is to be left in the refrigerators. Place left over food in the compost bin.
- vi. Use designated recycling bins for compost, plastics, paper, metals and glass. Rinse containers before placing them in the appropriate bins.
- vii. All countertops and tables are to be cleaned and floor spills wiped up.
- viii. All uses must cease by 11 PM, unless pre - approved by Session.
- ix. Questions concerning the use of furnishings, equipment or other concerns are to be directed to the Use of Facilities Committee designate.
- x. Damage to church furnishings and equipment must be reported to the Use of Facilities designate within 24 hours of facility use.
- xi. Refer to the Fee Schedule for information where additional costs may apply.

## 28. Key Use

- i. Typically, a church designate will open and close the facility. For Repeat/Frequent Users the person signing the Facility Use Agreement is the person responsible for acquiring the key(s) to access the building and is responsible for securing the building when the activity is completed.
- ii. The Administrative Assistant will arrange for key pickup, upon receipt of all required documents and payment.
- iii. No key is to be copied or loaned to another person or group.
- iv. Key(s) are to be returned within 24 hours of the end of the Use.
- v. In the event a key is lost, notify the Administrative Assistant or church designate immediately. Refer to the Fee Schedule for key replacement cost.
- vi. The church may choose not to assign a key to the User, instead having a church designate open and close the facility.

## III Facilities Use Management:

### 1. Administrative Assistant

- Receives all requests for facilities use.
- Liaises with the Use of Facilities Committee and the Custodian.
- Maintains a current calendar, making it available to the congregation, Use of Facilities Committee and the Custodian.
- Programs thermostat on a weekly basis for events, as needed.
- Requests for Richmond Presbyterian Church uses, are booked directly with the Administrative Assistant and entered on the calendar.
- All other requests go to the Use of Facilities Committee
- Processes the payment, with receipt given to the User (Responsible Person) and a copy of the receipt (photocopy of the cheques is sufficient) to the Envelope Secretary.
- If indicated, schedules a time for key(s) pickup 24 hours prior to, and key return on the day following the Event.
- Maintains a file for each User.

### 2. Custodian

- Liaises with the Use of Facilities Committee.
- Liaises with the Administrative Assistant.
- Checks the calendar and custodian clipboard on a regular basis.
- The Facility Use: Service Request (Appendix E) forms will be attached to the clipboard. It provides details about upcoming facility uses and set up requests.
- Sets up rooms when requested to do so, arranging furnishings and equipment as requested.
- Reports to the Use of Facilities designate any obvious damage or breakages related to User/ User Groups and additional time needed for clean up after the event.

### 3. Use of Facilities Committee

- Liaises with the Administrative Assistant on potential bookings and scheduled facility uses.
- Checks the calendar on a regular basis.
- Liaises with the Custodian on any issues with the facilities arising from facility use.
- Reports to the Board of Managers monthly on facilities use and any problems that may arise.
- Directs concerns to the Session as needed.
- Reviews upcoming Events and Uses on the calendar at each meeting, making arrangements for church designates to attend scheduled events as needed.
- Receives completed Request for Facility Use application forms from the Administrative Assistant.
- Reviews the applications to determine if the applications fall within the parameters of the Facility Use Policy and calculates the quote, using the Fee Schedule.
- Contacts the applicant, obtaining additional information, if required.
- If the applicant wishes to proceed, the committee member forwards a copy of the quote, Church Facilities Use: Policy and Procedures (link), Leading with Care Policy (link), and information on Liability Insurance.
- A meeting of the applicant/Responsible Person and Use of Facilities Designate is scheduled to book the Event. Using the Orientation to Facility Use (Appendix F) the applicant is orientated to the building, equipment, emergency procedures, etc. Documents are reviewed and completed, including the Facility Use: Service Request form (Appendix E).
- The committee member signing the Facility Use Agreement (Appendix A) must have Directors' and Officers' Insurance.
- The documents and payment are given to the Administrative Assistant for processing and filing.
- If required, notify the Host of the scheduled Use.
- Notify treasurer of payment to host, custodian and/or AV technician (include name of user group, date of use, amount and payee name).