

ST. ANDREW'S UNITED CHURCH

RENTAL AND BUILDING USE POLICY 2025

1) GENERAL INFORMATION

- a) Requests for use of the facility are handled on a first come, first served basis. Please make your request as soon as possible prior to your event.
- b) Space may be booked online through our website or by paper form. Your request will be reviewed to determine if we are able to accept your request.
- c) Fees for rental must be submitted to the church to confirm bookings.
- d) Payments can be made by cheques or eTransfer.
- e) People may not be in the building between 10:30 pm and 7:30 am
- f) If you have booked a space and you will not be able to use it for that date, please contact the Church as soon as possible, to allow the facility to be booked by another organization.
- g) Although we make every effort to work around unplanned, unexpected church functions such as funerals, etc., this could result in the cancellation of a previously planned and approved church or non-church function. If this occurs, all payments will be returned.
- h) An elevator is available that reaches all levels of the Church – Use of the elevator is the responsibility of the user – instructions are provided or an orientation can be arranged through the church office.
- i) The entire facility is equipped with fire extinguishers and emergency lighting. Emergency exits are clearly marked with illuminated exit signs. If the fire alarm sounds, please exit the building immediately. Please assist anyone who may require help to leave the building. Do not use the elevator.
- j) Signage for washrooms are clearly displayed.
- k) All current church rentals and activities are listed on the church calendar online at www.standrewsyorkton.ca

2) CHURCH RENTAL POLICIES

- a) We are unable to rent to anyone who would:
 - i) promote hate or self-interest
 - ii) would exclude others because of age, race, class, gender, sexual orientation or physical ability
 - iii) whose purpose is for partisan political activity
 - iv) whose primary purpose is to support, promote, or engage in gambling
- b) There is no smoking allowed in any area of the building or on church property.
- c) There is no consumption of alcohol, marijuana, or illegal drugs in the church building or on church property.
- d) Due to fire regulations – all room capacities must be followed and are the responsibility of the renter.
- e) Any group renting space for a trade show must follow the City of Yorkton procedures and requirements. An Event License Application must be submitted to the City of Yorkton a minimum of two weeks prior to your event.
- f) Events charging admission must have their own liability insurance for the event.
- g) Large events that do not charge admission may require you to have your own insurance for the event.

3) CARE AND USE OF SPACE

- a) You may only use and access the space that has been booked for your event. Other areas of the church are not to be accessed. The church sanctuary is a sacred space for the church, unless you have been approved to use this space, please respect this area and do not enter.
- b) Do not leave any door propped open (there is a key to open the West side entrance if you wish to use that for entering the lower hall)
- c) Ensure that all doors are closed and locked upon exiting the building.
- d) If you require use of the elevator – please ask for instructions for use before your event
- e) If you are issued a key, it must be placed in the church mailbox after your event. The mailbox is located at the front (Smith Street) of the hall attached to the east side of the Church on the left side of the door.
- f) Please ensure the safety, welfare, and orderly conduct of all attendees of your event. Children must always be supervised and remain in the booked space.
- g) Please care for all furnishings and fixtures in the church building
- h) Please assist us in keeping rental rates low by turning off all lights after your event, making sure water faucets are turned off, and lower the thermostat back to the level it was at the beginning of your event.
- i) Please do not use confetti or similar celebratory substances inside or outside of the building
- j) The person booking the space is considered the in-charge person and must remain on-site during the event. If you have someone else designated to be in-charge at the event, please advise us.
- k) Please remove all items brought into the facility by the end of the event.
- l) Please report any damage or hazardous conditions to the church office as soon as possible
- m) Only painter's tape or sticky tack shall be used when attaching anything to a painted surface. Tacks, duct tape or nails are prohibited.

4) CLEANING

- a) It will be the responsibility of the individual in charge of any function to ensure that all areas are cleaned and returned to the original condition as outlined below:
 - i) wiping off and drying tables and chairs
 - ii) if using the oven in the kitchen it must be cleaned after use
 - iii) tables and chairs are to be returned to their original location
 - iv) all garbage must be cleaned up and placed in the dumpster at the rear of the church
 - v) leftover food to be taken home or placed in the garbage
 - vi) dirty dishes, utensils, cups, glasses, and appliances used to be washed and put away
 - vii) washrooms left in clean condition and ensure taps are off after event

In the event that cleaning is required after your event, a \$150 fee will be charged