

Facility Use and Rental Policy

Intent

The intent of this policy is:

- To establish principles and guidelines governing the rental of Cornerstone Chinese Alliance Church [CCAC] to members, regular attendees, community organizations or other third parties.
- To provide guidance to staff.
- To establish guidelines to assure a proper use of the church's properties during a rental.
- To establish a rate structure for facility space, services, utilities and other conveniences.

It includes:

Section I – General Policy

Section II – Rules and Regulations

Section III – Application Form and Rental Fee Schedule

Section I – General Policy

1. Purpose

It is our intention that the church facilities of CCAC be used to worship God, spread Good News, and enjoy Christian fellowship. It is important that the building be managed well. Building usage fees are therefore required for non-church activities to cover the costs incurred in the use of the facilities and for the upkeep of the building. Details of church facilities available for use by individual(s) or group(s) meeting the requirements are specified in this document.

2. Church Usage

The Facility Use and Rental Policy are applicable to all users of church facilities based upon the category of usage. The six general categories, in descending priorities, are:

1. Church ministries (for church functions)
2. Small groups and fellowships (for church functions)
3. CCAC members / CCAC regular attendees (for church functions)
4. CCAC members / CCAC regular attendees (for non-CCAC functions)
5. Non-CCAC attendees / outside organizations (with fees)
6. Non-CCAC attendees / outside organizations (without fees)

3. Definitions

- 3.1 “Church Facilities” means any part of the church property of Cornerstone Chinese Alliance Church located at 4757 14th Avenue, Markham, Ontario, i.e. the sanctuary, all rooms within the buildings, all furniture and equipment belonging to the church, the church grounds and parking area.
- 3.2 “Church Functions” means activities directly related to the ministries of CCAC, to be held by church ministry groups / small groups or fellowships / CCAC members / CCAC regular attendees—the use for these functions is usually on a free basis.
- “Non-CCAC Functions” means other activities not directly related to ministries of CCAC, such as weddings, memorial services, anniversaries, recitals, receptions, educational purposes, etc., that are held by individuals or a group of people, who are either CCAC members / CCAC church attendees or non-CCAC congregation members / organizations outside of the Church - the users for these functions are normally required to make payment to the Church for the use of church facilities.
- 3.3 “CCAC Regular Attendees” refers to those who have been regularly attending CCAC Sunday Services or activities, though they have not yet been granted church membership.

4. Requirements for Use of Building

- 4.1 Under all circumstances, the church premises must not be used for commercial / partisan / non-Christian religious purposes.
- 4.2 Use of church premises (except gymnasium) must be within 9:30 am to 10:30 pm unless an exception is granted by the Administration Office. The gymnasium is open for use in the following time periods:
- Monday to Friday: 9:30 am – 10:30 pm
 - Saturday: 10:00 am – 10:30 pm
 - Sunday: 2:00 pm – 10:30 pm
 - Any time outside the above schedule (e.g. school holiday and public holidays) has to be arranged with the church office.
- 4.3 For non-CCAC functions, the Church may require designated person(s) to be available at the church for the entire rental period to ensure adherence to the terms of the building use agreement.
- 4.4 It is the policy of the Church to support outreach programs. Upon the approval of the Church, the use of church facilities by outside organizations for activities directly related to the church outreach ministry may be charged at a reduced cost or without fee. Currently, the following programs are being run in the Church: Line Dance, Life with a Baby, and Love in Motion.
- 4.5 It is the policy of the Church to support groups or organizations whose primary purpose is to serve people in need and/or spread the gospel. Upon the approval of the Church, the use of church facilities by the following groups of outside organizations will be charged with rental fee. They are:

- Christian churches and organizations.
- Christian individuals (e.g. for weddings, memorial services, educational purposes, etc.)
- Community / charitable / non-profit organizations.

5. Building Use and Priority

- 5.1 Use of the facilities is scheduled on a first-come, first-served basis. In case of scheduling conflict, the priority of use will be in accordance with Paragraph 2 above.
- 5.2 Scheduled events will usually take priority over non-scheduled events. However, use of the facilities for church emergency purposes should take precedence over all other uses of the facilities regardless of any prior payments or reservations.
- 5.3 In all events, requests for long-term or regular usage of church facilities by outside organizations will not be considered unless approval has been sought from the Church.

6. Rental Fee Schedule

- 6.1 The fees of the church facilities are determined by the Administration Board and are subject to change as needed.

7. Use of Equipment

- 7.1 Request for the use of equipment is subject to the approval of the church office. Under normal circumstances, the Church will not entertain any last minute request for items that were not made at the time of application.
- 7.2 All equipment for projection, audio/video system including the AV booth must be supervised by technicians of CCAC.

8. Weddings

- 8.1 Both the bride and the groom are required to be baptised Christians.
- 8.2 Acceptance of the officiating pastor is at CCAC's discretion.

9. Rights of the Church

CCAC reserves the right to execute as follows:

- To deny the application for the use of church facilities by any individual or group without stating the reasons;
- To cancel any approved application due to unexpected church needs at any time without liability;
- Not to consider any application received in a short time frame;
- To terminate the rental agreement immediately without liability nor payment if the applicant fails to comply with the rules and regulations of the Church;
- To cancel the rental agreement and make a refund without interest in case of cancellation by the church due to bad weather conditions (e.g. snow storms); and

- To make alterations to the building use policies, procedures, rules and regulations at any time without prior notice.

Section II – Rules and Regulations

1. General

- 1.1 The program or any publicity materials must be previewed and endorsed in advance (minimum two week's notice) by CCAC before distribution.
- 1.2 A detailed decorations blueprint of the sanctuary/church must be submitted in advance (minimum two week's notice) for approval.
- 1.3 All activities must be restricted to the designated time and the room(s) assigned. The premises must be vacated by the time indicated.
- 1.4 The maximum number of attendees for the event should not be greater than the anticipated number as indicated on the application form.
- 1.5 Access to church office is not permitted.
- 1.6 Access to library is not permitted (except for weddings).
- 1.7 Smoking, alcoholic beverages, drugs, marijuana, profanity, violence, and excessive noise are strictly prohibited anywhere in CCAC.
- 1.8 Food, drinks, and gum are not allowed in the sanctuary.
- 1.9 Drinks and light refreshments are allowed only in designated area.
- 1.10 Thermostats are not to be adjusted.
- 1.11 No sports are allowed except in the gymnasium.
- 1.12 No pets (except service animals) will be allowed in CCAC.
- 1.13 Church materials or supplies are not allowed for use unless advance arrangements are made.
- 1.14 Users should take full responsibility for the conduct of all persons present at the event.

2. Housekeeping

- 2.1 All areas must be kept clean and tidy. The user is responsible for the clean up of the facility to its original condition and returning any moved articles or furniture to its original place. Users must leave the facilities in a tidy, clean condition after use.
- 2.2 All program materials brought by the user must be removed when the event is over.
- 2.3 No signs / posters / bulletins / pictures / banners should be hung in the building property unless permission to do so has been given by CCAC at the time the space was rented.
- 2.4 No outdoor signs or objects should be placed upon CCAC property without prior approval of the CCAC office.
- 2.5 There must be no cooking in the kitchen except for boiling water and using the microwave to heat food. When the kitchen is used, users are expected to keep it clean. This includes

cleaning, putting away all utensils, and removing food items from the refrigerator before leaving.

3. Use of Equipment and Facilities

- 3.1 Access to equipment such as microphones, amplification equipment, projectors, televisions, VCR, etc. is not permitted unless approval has been obtained at the time of application. Any last minute request for items that were not made at the time of application will not be approved.
- 3.2 The main audio/video system must be operated by authorized CCAC technicians only.
- 3.3 The small sound system may be operated only after an orientation about its operating procedures.
- 3.4 The use of musical instruments and/or the moving of instruments requires the permission of CCAC.
- 3.5 Arrangement will not be made for the setup of chairs and tables unless custodial services are provided.

4. Music

- 4.1 If music is to be played at the event, only Christian music is allowed unless approved by CCAC. In no case will any music be allowed that contains inappropriate lyrics.

5. Usage of Gymnasium for Sports/Recreational Activities

- 5.1 Users under the age of 18 are not allowed to use the gymnasium unless accompanied by adult(s).
- 5.2 Groups and individuals are responsible for bringing their own sports equipment.
- 5.3 Athletic shoes are required on the gymnasium floor for recreational activities.
- 5.4 Hockey is not allowed.
- 5.5 Reasonable and appropriate behaviour is expected. Disagreements, disputes, and arguments not settled in a timely manner will result in all parties being asked to leave the floor. Disputes must be settled politely without violence or intimidation. Repeat violators will result in loss of privilege for using the facilities until they have met with the pastoral staff of CCAC.
- 5.6 Access to the stage of the gymnasium is not allowed without the permission of CCAC.

6. Office Equipment and Supplies

- 6.1 CCAC does not rent computer equipment or provide internet services.
- 6.2 CCAC does not provide office supplies or photocopying services.

7. Subletting

- 7.1 Renter will not be allowed to sublet CCAC's facilities.

8. Children

- 8.1 Children should not be left unattended and must be supervised by adult(s) at all times in all parts of the building.

9. Parking

- 9.1 Parking spaces in the CCAC parking lot are available on a first-come, first-served basis. These spaces are not reserved unless permission is granted.
- 9.2 Illegal parking on streets is subject to ticketing, towing, damage or forcible removal at the owner's risk and expenses.
- 9.3 The requirement for traffic controllers is determined by the number of attendees. If the anticipated number of attendees at the event is around 100, at least one traffic controller must be available to direct traffic. With a further increase of 100 attendees, there will be a need for one more traffic controller.
- 9.4 Under all circumstances, users have the obligation to obey CCAC's traffic policy.

10. Violations

- 10.1 CCAC may terminate the rental agreement immediately without liability nor payment if the applicant (renter) or designated person fails to comply with the rules and regulations of CCAC.

11. Injury / Damage / Loss

- 11.1 Church Functions
 - 11.1.1 CCAC assumes no responsibility for lost, stolen, or destroyed items, nor will CCAC be liable for any user's injury or property damage at all times in any part of the building.
 - 11.1.2 Users should be held fully responsible for any injury, damage, or loss of CCAC property caused by intentional or negligent conduct on the part of any persons using CCAC facilities.
- 11.2 Non-Church Functions
 - 11.2.1 The renter is responsible for the full repair or replacement of property damaged, which is caused by the applicant or designated person or the event participants.

12. Amendments

- 12.1 Rules and regulations of building use may be amended from time to time without prior notice.

The renter is responsible for indemnifying CCAC in a maximum amount of \$2,500 against any loss, liability, or claim resulting from use of facility by those engaged in the activity of the renter.

Section III – Application Form and Rental Fee Schedule

	Sanctuary	Gym	Per Room	Kitchen	Audio System	Video Projection	Sanctuary		Custodian
							Pianist	AV Technician	
Members of CCAC	Free Will Offering								
Alliance Church Functions	Free Will Offering						\$60	\$240 per 2 people *	\$120 *
Non-Alliance Church / Christian Organization	Discretionary								
Personal Functions (Weddings, etc.)	\$900	N/A	\$100	\$150	Max. 8 inputs	Included	\$120	\$240 per 2 people	\$120

* Except baptisms

- Pianists, AV Technicians, and Custodians are paid directly by the applicant. Additional hours will be charged at \$20 per hour per person.
- Each rental is charged based on a period of 4-hours. Any overtime will be charged \$240 per hour subject to availability.
- A typical wedding rental will include a 2-hour rehearsal and a 2-hour decoration session before the day of the rental period.

Application Form for Church Booking

Name of Applicant: _____

For wedding rentals, please fill in the names of both the bride and the groom.

Contact Phone No.: _____ Email: _____

Address: _____

Date / Time of Booking: _____

Purpose of Function: _____ Estimated number of attendants: _____

Wedding rehearsals are usually scheduled for the Thursday from 7:30 pm – 9:30 pm on the week of the wedding.

For CCAC Applicants

Are you a member: Yes (Active / Inactive) No Fellowship: _____

For Non-CCAC Applicants

Church Membership: _____

For Weddings Only

Officiating Pastor (Name and Church): _____

Please check required facilities in the list below. Please indicate the specific date/time required only if it is different from the indicated date/time above.

Facility	Date/Time	Facility	Date/Time	Quantity
<input type="checkbox"/> Sanctuary		<input type="checkbox"/> Microphones		
<input type="checkbox"/> Gym		<input type="checkbox"/> Mic Stands		
<input type="checkbox"/> Kitchen		<input type="checkbox"/> Overhead Projector		
<input type="checkbox"/> Rooms 1 / 2 / 3		<input type="checkbox"/> Video Projector		
<input type="checkbox"/> Room 4		<input type="checkbox"/> TV / VCR / DVD		
<input type="checkbox"/> Room 5		<input type="checkbox"/> Pianist		
<input type="checkbox"/> Rooms 6 / 7		<input type="checkbox"/> AV Technician		
<input type="checkbox"/> Rooms 8 / 9		<input type="checkbox"/> Custodian		
<input type="checkbox"/> Rooms 10 / 11		Others		
<input type="checkbox"/> Crawler Room		<input type="checkbox"/>		
<input type="checkbox"/> Toddler Room		<input type="checkbox"/>		

For Church Office Use

Date Application Received: _____ Status: Pending / Approved / Declined

Pianist: _____ AV Technician: _____ Custodian: _____

Rental Charge: _____ Total Charge: _____

Deposit: _____ Received By: _____ Signature: _____ Date: _____

Balance: _____ Received By: _____ Signature: _____ Date: _____