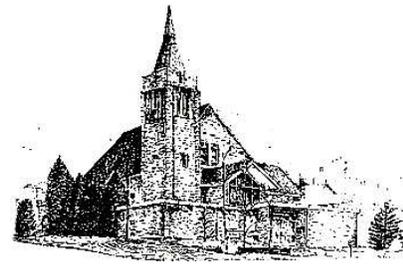




ST. ANDREW'S UNITED CHURCH

399 Cassells St., North Bay, Ontario P1B 3Z4
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GUIDELINES FOR USE OF THE CHURCH BUILDING

The church and council of St. Andrew's United Church wishes to have its facilities put to the best possible use. Some areas will be available for use to external groups with an appropriate rental fee to St. Andrew's to cover the costs of upkeep and wear and tear on the facilities. Activities and behavior should be in a manner befitting the church and its surroundings.

The following policies are for groups using the church building and grounds:

1. The building, grounds and equipment may be used for meetings or organizations of citizens and for other civic, social and educational purposes as long as they **do not interfere with church sponsored functions**. Every group must fill out a building use application form and will be informed of these guidelines. Fees and scheduling must be approved by the Building Use Committee and/or Church Council.
2. Groups sponsored by St. Andrew's are covered by insurance. All other groups must provide a current certificate of insurance naming St. Andrew's United Church in North Bay and sign a waiver of liability.
3. All groups using the facilities will be responsible for set-up and cleaning up. All lights must be turned off and the doors and windows must be secured before leaving. All furniture must be returned to the way it was found. Extra fees *may* be required. For example: if there are more than 50 people attending an event or special set-up is required.
4. A designated person (or the named alternate) will be responsible for activities of the group and provide supervision of persons participating in the activities of their group. This person will be required to familiarize themselves with the current St. Andrew's fire protocol, including exit locations. Any children in the building or on the grounds must be supervised at all times. When the designated person or the alternate changes, the group will be required to notify the church office immediately.
5. Only the space, rooms and/or equipment requested and approved on the application, may be used by a group. The group may not sub-let or re-assign the premises.
6. Groups that meet in the evening or at times when the church building is not in regular use will use the **McIntyre St. entrance only**. This entrance must remain locked and a door person must be assigned to let members of your group enter the church.
7. Groups must vacate the building by 10:00 p.m. unless other arrangements have been made with the church secretary.
8. If a key is required, arrangements must be made with the church secretary to obtain it. A refundable deposit of \$25.00 and a signed Key Agreement are required.
9. There will be no alcohol or illegal drug use, no animals (except service animals) in the building and no presence of firearms or weapons on church property. Smoking is allowed **outside only** at the McIntyre St. entrance. A receptacle is provided and must be used. Please stay clear of the stairs and the parking area.
10. Unless authorized by St Andrew's Church Council, all publicity and advertising shall not imply that the event is sponsored or sanctioned by the church.
11. Groups needing storage for their supplies require approval and will locate the supplies in areas deemed suitable by the church. When a group ceases to meet at St. Andrew's, all belongings must be removed from the premises within 30 days. Approval is not guaranteed and may be subject to extra fees.
12. Groups using the kitchens must pay a separate fee. This entitles the group to use the dishes and kitchen equipment. Dishes must be washed using the posted protocol. For groups or individuals who arrange for an internal church group to cater, the kitchen charge may be absorbed in the catering price.
13. This agreement may be amended at any time by the Council of St. Andrew's United Church.

Approved by St. Andrew's Council on June 20th, 2017