

Facility Use and Rental POLICY

Zion United Reformed Church of Sheffield

1. All persons or groups renting the facilities of Zion United Reformed Church (the "Church") shall be charged according to a fee schedule determined by the Administration and Finance Committee. Facility-use fees do not apply to Church activities. If the purpose of the rental is for other Church supported ministry work, written application for a rate reduction may be made to the Church Council.
2. A facility-use booking application must be completed for all events, including Church activities.
3. Funerals and wedding services of the congregation are considered Church activities that fulfill its stated objects and charitable purposes, and therefore the facility-use fees in the attached fee schedule do not apply. Fees for the Pastor, Sound Technician and Custodian will still apply.
4. In the event that the Church has been requested and approved for use or rent for a Christian funeral, all facility-use and equipment fees will be waived as an act of sympathy by the Church as approved by the Consistory.
5. All Church activities override the rental use of the facilities by outside groups or individuals. The Church reserves the right to preempt any function for unforeseen Church activities that cannot be rescheduled. In such an event, the Church will make every effort to accommodate the rental activity to the best of its ability.
6. In the event that an application is received for the use or rental of the Church facilities, the applicant is hereby informed that they shall ensure that all other terms of this rental agreement are adhered to, and that:
 - a) Church facilities are used and rented only in accordance with the confessions, doctrines and objects of the Church.
 - b) Those requesting to use the Church facilities for a Christian wedding or Christian funeral will be referred to the Pastor and/or Consistory to discuss and determine the necessary prerequisites for approval, unless the wedding or funeral will be conducted under the oversight of a church federation with which this Church has (whom we have) ecumenical relations.
7. Alcohol, smoking, indoor physical activities (floor hockey, basketballs, etc.), confetti, throwing rice on Church property is prohibited.
8. a) Persons or groups renting the Church's facilities assume full responsibility for the proper supervision of any activities they conduct on the premises and

are solely responsible for any claims for personal injury and for damages to the facilities or equipment arising as a result of their improper supervision or for any other reason.

- b) The rental applicant agrees to indemnify the Church against all manner of claims and actions arising from the use of the facility by the rental applicant. The Church is not responsible for the loss or theft of personal effects or equipment, or for the personal injury of the rental applicant or any person attending on the invitation of the rental applicant.
 - c) To ensure that the Church will be indemnified and held harmless for any claim made against it as described in a) and b) of this paragraph, the Church, in its sole discretion, may require the rental applicant, and when such is the case the rental applicant hereby agrees, to provide the church with a certificate of insurance for the event or function to be held by the rental applicant on the premises of the Church on the date of the rental.
9. All arrangements for the use and/or rental of the Church facilities must be made in writing with the booking representative at least two (2) weeks in advance of the function.
 10. The applicant is expected to leave the facilities in their original condition. Unusual costs of clean-up or repair of damage will result in extra charges.
 11. All cancellations of events must be received by the booking representative at least one (1) week prior to the engagement date.
 12. The Church's Administration and Finance Committee reserves the right to refuse the use of the facilities and is under no obligation to give reasons for such refusal.
 13. The Church's Administration and Finance Committee reserves the right, through its representatives, to close any function for failure to observe proper conduct or failure to comply with any of these Regulations.
 14. The custodian is responsible for opening and closing the facility, but is not expected to be available for the duration of the function. Applicants wishing to make additional arrangements with the custodian should contact him/her directly.