

The policy adopted by Council, and stated herein, for the use of premises shall be implemented in accordance with the Guidelines, the Contribution Schedule, the Request for Premises and Release forms, and listed amendments to this latest issue.

PREAMBLE .....2  
GUIDELINES .....4  
CONTRIBUTION SCHEDULE.....9  
REQUEST FOR PREMISES.....10  
RELEASE.....12  
LIST OF AMENDMENTS.....13

**PREAMBLE**

1. Purpose – This Paper sets out the policy adopted by Council of the Congregation of Emmanuel United Church in relation to the use of the church premises.
2. The Official Document –
  - 2.1. The Official Document relating to this Policy Paper is that as first approved and from time to time subsequently amended by Council or its peers. In the event of conflict, this Official Document, as most recently amended, shall govern.
  - 2.2. The Official Document shall be retained in the church files at all times. Copies may be distributed to committees and other persons concerned.
3. Definitions –

For the purpose of this Policy Paper and the Guidelines, the following definitions apply:

The Church	Emmanuel United Church with premises situated at 691 Smyth Road, Ottawa, K1G 1N7, phone (613) 733 0437.
The Congregation	Members and adherents of the Church.
The Council	Elected representatives forming the Council of the Congregation of the Church as defined in the Constitution of the Church.
The Committee	Property and Grounds Committee of the Church responsible for the administration of this Policy Paper on behalf of the Council.
Premises	Buildings, their interiors, and surrounding grounds belonging to the Church.
Sanctuary Building	Building in which the Sanctuary is located.
Christian Education (C.E.) Building	Building allocated to Christian Education.
The Church Office	Secretarial staff employed by the Church.
Profit Making Activity	One in which admission fees are collected, tickets are sold at a rate in excess of that to cover expenses, or any activity contemplated to result in financial gain, other than bona fide fundraising activities sponsored by the Church or by a not-for-profit group.

---

 Event Categories:
 

---



---

 Category 1 Church Event
 

---

Activities recognized by the Constitution as Church Mission as well as engagements held by Church committees or Church groups.

Congregational events organized by Church members, committees, or groups and intended to be a church function to which all members of the Congregation are invited. Examples include fundraising events, dinners, lunches, speaker events, choir cabaret, dances, concerts, and birthday and anniversary celebrations open to all members of the congregation.

Religious services and activities conducted, authorized, or approved by the Minister or Minister's delegate. Examples include worship, wedding, funeral, and memorial services. Receptions held in conjunction with funeral or memorial services held at the Church are recognized as Church Events.

---

 Category 2 Private Event
 

---

Activities and events organized by individual members or families of the Church. Private social functions to which the friends and family of the organizer are invited but members of the congregation at large are not. Examples include use of the church premises for private events such as wedding receptions, birthdays, anniversaries, parties, and group meetings.

---

 Category 3 Outside Event
 

---

Events organized by and for individuals or groups not affiliated with the Church. Examples include wedding services and receptions organized and attended by individuals or families not affiliated with the Church, and social functions, parties, or events organized and attended by individuals or groups outside, or not affiliated with, the Church.

---

4. This Policy Paper outlines the Guidelines that apply to **all** events, including the Church Alcohol Policy & Conditions.

Several Guidelines, as noted, only apply to Category 2 Private and 3 Outside Events, including Third Party Liability, Grant of Use Agreement, and Contribution Schedule.

The Policy reflects the reality that ideas for events can originate from outside groups and be adopted as Church events by the Congregation, Church committee(s), or Church group(s) directly engaged. The Policy also reflects the reality events that originate as private can be opened to all members of the Congregation by invitation from the organizer and, by definition, become Church events.

**GUIDELINES**

1. **VALIDATION** – The Council of the Congregation of Emmanuel United Church hereby adopts the following Guidelines for the implementation of the governing Policy for the use of Church premises.
2. **APPLICATION** – These Guidelines, including the Contributions Schedule, shall apply as stated. Powers to circumvent the Guidelines rests only with Chairperson of Council or designate.
3. **RESTRICTED ACTIVITIES**  
The following are prohibited in any portion of the premises.
  - a. Activities which would detract from the sanctity and dignity of the Church, or which would conflict with any service, special religious activity or programme thereof.
  - b. Games of chance where such games involve exchange of money or the purchase of chances on prizes.
  - c. Profit-making activities that are not bona fide fundraising activities.
  - d. Any activities of any kind that are deemed by Council to be immoral, any illegal activities such as use of illicit drugs in any form, or any activities which discriminate by sex, colour, or creed, in contravention of United Church of Canada policy.
  - e. Tobacco smoking in any form.
4. **GOVERNING PRINCIPLES**
  - a. The use of the premises shall always be governed by principles compatible with the Church mission as defined in its Constitution as follows:  
First – Worship  
Second – Education  
Third – Outreach  
Fourth – Pastoral Care  
Fifth – Stewardship
  - b. In the allocation of the use of premises where conflict might exist, consideration shall be given to the following priorities:  
First – the church mission as defined above and its administration  
Second – the activities of Church committees and groups  
Third – any community outreach or charitable group needs  
Fourth – the needs of community service groups, community non-profit events, and events of members and adherents
  - c. Long term, full time use of particular areas should be discouraged, i.e., all day use for extended periods.
5. **PERMITTED ACTIVITIES (CATEGORY 2 PRIVATE AND 3 OUTSIDE EVENTS)**  
Use of premises will be granted for activities based on priorities as stated in 4.b above. Such groups and activities will be considered as being, but not necessarily limited to, the following:
  - a. Charitable organizations, such as United Way, Drug and Alcohol Foundations, Heart Foundations, day care for mentally handicapped, etc.
  - b. Community outreach organizations, such as Scouts, Guides, Rangers, and Little League Sports Clubs.
  - c. Community interest group activities, such as all candidates meetings for Civic, Provincial, and Federal elections, school trustee rallies, and all candidate rallies for local chapters of professional associations. This does not include partisan political activities which shall not be permitted.
  - d. Young persons' organizations, senior citizens groups, and groups recognized by the United Church of Canada.

- e. Voting polls for Civic, Provincial, Federal elections, and for the election of members of other approved groups and associations.
- f. Congregational interest, such as wedding receptions, local family reunions, local non-profit gatherings, fitness classes, crafts and hobby classes, and other not-for-profit or bona fide fundraising events by community groups.

Any group having reserved space on either a casual or continuing basis may be required to forfeit the space to a higher priority activity as defined in 4.b above on no less than 24 hours' notice.

#### 6. RESTRICTED USE OF PREMISES (CATEGORY 2 PRIVATE AND 3 OUTSIDE EVENTS)

- a. Any grant of use of the Church premises shall not include use of offices, nursery rooms, library, and all instruments, furnishings, and equipment therein.
- b. The grant of use set out in a duly signed Request for Premises shall be a mere license to use the specified space therein.
- c. Groups shall not be allowed to use:
  - i. Any of the premises during Sundays and religious holidays at any time.
  - ii. Sanctuary Building on a day prior to the day of Worship.
  - iii. Either building during conduct of worship services, memorial services, or within either building in which wedding services or other special services are being conducted.
  - iv. Either building if such activities will interfere with Church meetings, programs, or activities.

#### 7. RESTRICTED USE OF FURNISHINGS AND EQUIPMENT (CATEGORY 2 PRIVATE AND 3 OUTSIDE EVENTS)

- a. Private and outside groups shall not, at any time, use the furnishings of worship such as the Pulpit, the Baptismal Font, and Communion Table.
- b. The Sanctuary organ and piano may be used only with the permission of the Worship Committee.
- c. The public address system may be used only with the permission of the Communications Committee. The public address system in the Sanctuary and Hall must be used in accordance with the operations manual provided for the system.
- d. The kitchen utensils and accoutrements may be used only with the permission of the Property and Grounds Committee. Full use of the kitchen must be requested for serving full course meals but may be waived for serving light refreshments (for example, tea and coffee). Use of personal items, such as the Silex coffee maker, shall not be granted.
- e. Private and outside groups shall not remove furniture from one part of the premises for use in another without prior authorization of the Church Office.
- f. Where special permission is required for specific use, permission shall be sought and obtained from the Church Office prior to signing the Request for Premises.
- g. Secure storage space cannot be assured. Items are left in building at the group's own risk and such items must not interfere with the regular church mission.

#### 8. ALCOHOL POLICY & CONDITIONS (ALL CATEGORIES)

Emmanuel United Church (the Church) permits limited alcoholic beverage service and consumption by sale or not on Church premises subject to conditions set out below.

- a. Service is limited to wine (including champagne) and beer, and must be accompanied by food. A selection of non-alcoholic beverages must also be available.
- b. Service is limited to the Christian Education (C.E.) Hall within the Christian Education (C.E.) Building. No consumption is allowed in the kitchen, adjoining hallways, rooms, or outside the building.

- c. The Church is not a licensed premises and therefore the event organizer must obtain and provide a copy of a Liquor Control Board of Ontario (LCBO) Special Occasion Permit (SOP) to the Church Office. The permit must be displayed during the event, the event organizer must provide adequate supervision during the event, and the event must comply with all requirements of the permit. Special Occasion Permits are issued through select LCBO stores (for example, Elmvale Shopping Centre 1910 St. Laurent Boulevard). Information is available at [http://www.agco.on.ca/en/whatwedo/permit\\_special.aspx](http://www.agco.on.ca/en/whatwedo/permit_special.aspx)
- d. Although not currently mandated by the LCBO SOP and the Church Alcohol Policy & Conditions, it is recommended anyone serving, selling, or handling alcohol should be certified by a recognized alcohol server training course, such as Smart Serve, S.I.P., or TEAM. A certified server is your best line of defence in avoiding alcohol related incidents. Information is available at <https://www.smartserve.ca/> (Alcohol and Gaming Commission of Ontario (AGCO) endorsed).
- e. All food, beverages, and equipment must be removed from the Church premises at the end of the event by the organizer. No overnight storage before or after the event is permitted.
- f. Controlled access to alcoholic beverages during the event must be assured by the event organizer.
- g. The event must be terminated no later than 1am by the event organizer.
- h. Council or its delegate(s) must approve any event request that would fall outside these conditions on a case by case basis.

9. RESPONSIBILITIES IN THE USE OF PREMISES (CATEGORY 2 PRIVATE AND 3 OUTSIDE EVENTS)

The private or outside event organizer shall:

- a. On signing the Request for Premises fully understand these Guidelines and shall adhere to them during occupancy of the part of the premises for which use is granted. The Guidelines shall be drawn to the said user's attention.
- b. Be responsible for the conduct of those in attendance and the activity at all times during occupancy. Cognisance of the presence within a Christian atmosphere shall be taken so that the activity is carried out in a safe, orderly, and respectable manner.
- c. Take cognisance of fire regulations and occupancy loads as posted and shall assure that they are understood and complied with at all times.
- d. Maintain building security by restricting movement of persons between buildings and levels, unless both levels are engaged, and by assuring that locked rooms remain secured.
- e. Ensure that dress shall be respectable.
- f. Where special arrangements or furnishings are required, make suitable arrangements through the Church Office.
- g. Be responsible for any damage other than normal wear and tear.
- h. Return the premises to a suitable and clean condition for Church use by 9am the day following the event.
- i. On termination, confirm that the building is cleared and secured. If keys are not made available to the group, such termination shall be reported to the Church Office or other person, as designated in the Request for Premises form.
- j. Be represented in negotiations for use and in the actual use by a responsible person of age 18 or over.

**10. DENIAL OR CANCELLATION OF GRANT OF USE OF PREMISES (CATEGORY 2 PRIVATE AND 3 OUTSIDE EVENTS)**

- a. A grant of use may be denied if it is deemed by the Church Staff that the activity will not meet these Guidelines. Where doubt exists, the opinion of the Chairperson of Property and Grounds shall be sought. Where there is still indecision and the private or outside group wishes to pursue the matter further, the matter shall be referred to the Chairperson of Council whose decision shall be final.
- b. A grant of use may be cancelled, with return of contribution, where a need of higher priority, as outlined in 4.a and 4.b above, unexpectedly arises or where the premises are rendered unserviceable by fire, flood, break and enter, acts of God, or other unpredictable circumstances.
- c. If a private or outside group cancels, in writing, 48 hours prior to occupancy, contributions will be returned.
- d. A grant of use may be cancelled without return of contribution if it is deemed that an activity is being conducted in contravention of these Guidelines.

**11. APPLICATION (CATEGORY 2 PRIVATE AND 3 OUTSIDE EVENTS)**

- a. An application for use of all or part of the premises shall be made to the Church Office, either in writing or verbally, providing the following information:
  - i. Name, address, and phone number of the prospective group, and the particulars of the individual representing such group.
  - ii. Proposed activity.
  - iii. Estimated number in attendance and general age level of the group.
  - iv. Rooms or spaces requested.
  - v. Date, time, and estimated duration of occupancy.
  - vi. Special furnishing, arrangement, and other services requested (see 6. and 9.f).
- b. Where a number of periods of use are requested, the dates by day and month shall be stated.
- c. The Church Office, on receiving a request, shall outline to the prospective group the Guidelines, particularly those pertaining to non-profit activities, contributions for use of the premises, remuneration for Church offered services if extra services are required, restricted activities and times of use, conditions regarding the limited alcoholic beverage service and consumption if requested, certificate for third party liability insurance, and the requirement to sign the Request for Premises and Release forms. Also any special requests, such as the use for a prolonged period time, should be established.
- d. If the prospective group is satisfied with the terms on which the premises may be used and the Church Office in consultation with the Chairperson of Property and Grounds Committee is satisfied that the activity is acceptable, the prospective group shall be invited to sign the Request for Premises and Release forms at least 48 hours prior to the proposed date of use.

**12. THIRD PARTY LIABILITY AND GRANT OF USE AGREEMENT (CATEGORY 2 PRIVATE AND 3 OUTSIDE EVENTS)**

- a. The prospective private or outside group, on seeking to obtain the use of all or part of the premises, shall be presented with a copy of the Request for Premises and Release forms including an attached summary of the Guidelines and the Contribution Schedule. The group representative shall be invited to study these stated rules, including the full text, if desired, and to give assurance that they are understood.

- b. The prospective group shall agree to waive legal liability against the Church by signing the Release form and undertake to indemnify the Church for any legal liability arising out of bodily injury or property damage caused by the outside group negligence.
- c. The prospective group must furnish the Church with a Certificate of Liability Insurance in advance of their activity confirming coverage for their operations and use of all or part of the premises and naming Emmanuel United Church as Additional Insured for any legal liability arising out of their negligence. The minimum General Liability and Tenants Legal Liability coverage is \$2,000,000. Higher limits may be appropriate in certain circumstances. Participant coverage should be obtained if the activity involves sports or recreational activities, including use of outside adjacent playgrounds or playing fields or indoor rooms. UCC Protect Third Party Event Liability is available for purchase by the outside group by contacting HKMB Hub at (888) 550 5448. Information is available at [www.united-church.ca](http://www.united-church.ca) (<http://www.united-church.ca/local/insurance/ucc-protect/third-party>).
- d. When agreement is reached, the Church Office shall prepare the Request for Premises and Release forms for signature by both parties. Note that both the Request for Premises and Release require signatures.
- e. Contributions for use of space are to be made in advance, in full, for a single use. Chairperson of Property and Grounds can set appropriate level of contribution based on group ability to contribute.



EMMANUEL UNITED CHURCH  
691 Smyth Road  
OTTAWA, ON  
K1G 1N7

## CONTRIBUTION SCHEDULE

### FOR CATEGORY 2 PRIVATE AND 3 OUTSIDE EVENTS

<b>FACILITY</b>	<b>CONTRIBUTION LEVEL per day use (full or part)</b>
<b>Christian Education (C.E.) Building</b>	
Room 06 or 24	\$60
Room 09 and 10	\$80
Kitchen	\$60
Kitchen is required for serving full course meals but not for serving light refreshments (for example, tea and coffee).	
Christian Education (C.E.) Hall	\$120
Combined use of Christian Education (C.E.) Hall, Kitchen, Room (24)	\$210
Kitchen is required for serving full course meals and Room 24 is recommended as additional space for staging meals.	
<b>Sanctuary Building</b>	
Sanctuary	\$225
Lounge	\$75
Kitchenette	\$50
Combined use of Sanctuary, Lounge, Kitchenette	\$300
<b>Sanctuary and Christian Education (C.E.) Buildings</b>	
Combined use of Sanctuary, Christian Education (C.E.) Hall, Kitchen	\$355

EMMANUEL UNITED CHURCH  
691 Smyth Road  
OTTAWA, ON  
K1G 1N7

### REQUEST FOR PREMISES

Date of Request \_\_\_\_\_ Time of Request \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_

Name of Group (User) \_\_\_\_\_

Type of Activity \_\_\_\_\_

Number of People \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

#### Room(s) Requested

##### Christian Education (C.E.) Building

<input type="checkbox"/>	Room 06	\$60
<input type="checkbox"/>	Room 09 and 10	\$80
<input type="checkbox"/>	Room 24	\$60
<input type="checkbox"/>	Kitchen	\$60

Kitchen is required for serving full course meals but not for serving light refreshments (for example, tea and coffee).

<input type="checkbox"/>	Christian Education (C.E.) Hall	\$120
<input type="checkbox"/>	Combined use of Christian Education (C.E.) Hall, Kitchen, Room (24)	\$210

##### Sanctuary Building

<input type="checkbox"/>	Sanctuary	\$225
<input type="checkbox"/>	Lounge	\$75
<input type="checkbox"/>	Kitchenette	\$50
<input type="checkbox"/>	Combined use of Sanctuary, Lounge, Kitchenette	\$300

##### Sanctuary and Christian Education (C.E.) Buildings

<input type="checkbox"/>	Combined use of Sanctuary, Christian Education (C.E.) Hall, Kitchen	\$355
--------------------------	---	-------

#### Alcohol Policy Conditions

- Not applicable (Permission to serve alcohol is not requested.)
- Liquor Control Board of Ontario (LCBO) Special Occasion Permit (SOP)  
Special Occasion Permits are issued through select LCBO stores (for example, Elmvale Shopping Centre 1910 St. Laurent Boulevard). Visit [http://www.agco.on.ca/en/whatwedo/permit\\_special.aspx](http://www.agco.on.ca/en/whatwedo/permit_special.aspx)

#### Liability

- Certificate of Liability Insurance (minimum \$2,000,000 coverage)  
UCC Protect Third Party Event Liability is available for purchase by the outside group. Visit <http://www.united-church.ca/local/insurance/ucc-protect/third-party>. Contact HKMB Hub at (888) 550 5448.

EMMANUEL UNITED CHURCH  
691 Smyth Road  
OTTAWA, ON  
K1G 1N7

Other Requests

<input type="checkbox"/>	FOB deposit	\$10
<input type="checkbox"/>	Cleaning deposit (facilities to be restored by outside group)	\$75
<input type="checkbox"/>	Cleaning service (facilities restoration arranged by the Church)	\$75
<input type="checkbox"/>	Sanctuary organ and piano	
<input type="checkbox"/>	Sanctuary public address system	
<input type="checkbox"/>	C.E. Hall public address and projection systems	
<input type="checkbox"/>	Room 06 or portable monitor and accessories (e.g., DVD player)	
<input type="checkbox"/>	Kitchen utensils and accoutrements	

Approved by

<input type="checkbox"/>	Property and Grounds Committee
<input type="checkbox"/>	Lay Minister
<input type="checkbox"/>	Minister

**TOTAL CONTRIBUTIONS** \_\_\_\_\_

**TOTAL DEPOSITS** \_\_\_\_\_

By signing this Request for Premises form and the Release form, the applicant acknowledges that the forms have been read and understood and further acknowledges that the attached rules for use of building and property have been read and will be complied with, should the application herein be accepted.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature authorized on behalf of Emmanuel United Church

\_\_\_\_\_  
Date

EMMANUEL UNITED CHURCH  
691 Smyth Road  
OTTAWA, ON  
K1G 1N7

**RELEASE**

Emmanuel United Church grants \_\_\_\_\_ (user) the use of the portion of the church buildings designated in the Request for Premises, together with surrounding property vested in or under the control of Emmanuel United Church. The user, its officers, successors, and assigns, on behalf of its invitees, licensees, and members if unincorporated, hereby remise, release, forever discharge, and will protect and save harmless Emmanuel United Church, its successors, assigns, trustees, officers, and employees from all actions, claims, or demands whatsoever which the undersigned user may have or hereafter have due to any fatal or other accident, injury, or damage of any nature that may happen to any member, officer, licensee, invitee, or any other person connected with the user on, in, or about the Church building or surrounding property vested in or under control of Emmanuel United Church.

In witness whereof the officers of the user have this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

signed, sealed, and delivered in the presence of

\_\_\_\_\_  
User

EMMANUEL UNITED CHURCH  
POLICY FOR USE OF PREMISES

**LIST OF AMENDMENTS**

4 Dec 1978	Original approved by Council.
20 Jan 1982	Updated to remove redundancy, clarify the application, and supply a suitable agreement form. Approved by Council.
16 Oct 1984	Revised to include the new Sanctuary Building, and set contribution levels for outside group use of the Sanctuary Building. Approved by Council.
15 Nov 1990	Rewritten to remove redundancy, and clarify the application as approved by Executive of Council 18 Sep 1990. Approved by Council.
18 Sep 2012	Updated to add Alcohol Policy & Conditions approved by Council 18 Sep 2012, add requirement for third party liability insurance, remove redundancy throughout, and add clarity throughout. Revised to cover use of premises by any group.