

BUILDING USE GUIDELINES

- Use and Availability: Sardis Community Church (the "Church") grants preference with regards to building use and rental, to Church Ministries and its members, and affiliated religious organizations.
- Sardis Community Church (SCC) will consider rental and use of the Church facilities by outside groups, for activities or celebrations that cannot be categorized as being church events, if such activities or celebrations do not contravene or conflict with the Statement of Faith of the British Columbia Conference of Mennonite Brethren Churches (BCMB).
- Equipment Use: Specific items or services required may not be available due to; the unavailability of the Church Personnel required to supervise the event or provide applicable services; changes to Sardis Community Church building rental and building use guidelines.
- To avoid disappointment, the renter should confirm specific arrangements as far in advance as possible with the following personnel:
- 1) Church Secretary - Sherry Erler - 604-858-7191 (church office)
 - 2) Church Custodian – Ernie Thiesen 604-819-6456
 - 3) Sound and Audio Visual Technician - Wes Isaac - 604-823-2165
 - 4) Kitchen Coordinator - (arrange with Sherry in church office)
- It is the responsibility of the renter or user group to contact these individuals to ensure the Support Services they require are available for their event
- Scheduling: All functions taking place in Sardis Community Church facilities must be booked directly through the church secretary. This includes formal and informal gatherings, small or large. Use of the building must be scheduled 60 days in advance on the master calendar through the church office (604-858-7191- 8:30 A.M. - 1:30 P.M. weekdays).
- Rental Fees: Rental fee deposits are due 2 weeks prior to the date of the event, or as otherwise specified in the rental agreement. Final Rental Fees are due upon request. See *Rental Fee Schedule*.
- Security Deposit: A security deposit is required, along with a signed rental agreement to confirm booking. This deposit will be returned within two weeks following the booking date provided that items are returned in acceptable condition and there is no loss or damage to the building or equipment.
- Cancellations: In the event of cancellation, it is important to contact the church office as soon as possible (Phone: 604-858-7191 from 8:30 to 1:30 p.m. weekdays; recorder after hours.)
- Insurance: Please refer to the *Insurance Specifications* document.
- Set Up & Clean Up: The renter or user group may organize their own crew to perform custodial service, subject to approval by the Church Custodian. Groups providing their own custodial service must ensure the *Building Use Instructions* and *Kitchen Use Instructions* are fully adhered to.
- Decorations: Decorations are not to be attached to Church building or property with Glue, Nails, or Pins. Church Personnel are not responsible for taking down, packing or storing decorations. All decorations must be removed from the Church on the day of the rental. Any exceptions must be made in advance and approved by the Church Personnel.
- Sanctuary & Stage: User Groups must not make any changes to stage configuration and/or remove any banners, plants, displays, sound and/or musical equipment or stage risers without approval of a representative of the creative planning committee (see Church Secretary).
- Kitchen Use: The Kitchen is not to be used unless prior arrangements for its use are authorized. The Church Kitchen is operated as a licensed Kitchen on a weekly basis and is subject inspections and therefore it must be maintained in a sanitary condition at all times. See *Kitchen Use Instructions*
- Prohibited Activities:
- Throwing of rice and/or confetti or facsimile;
 - The serving of alcohol;
 - Dancing;
 - Smoking anywhere on the premises.
 - Gambling and/or gaming activities;
 - Activities breaching building by-laws, fire codes or the SCC Rental and Use Policy.
- Minor Children: The Renter or User is responsible to ensure that an adult(s) supervises non-adult groups (under 18) and minor children at all times. Supervision must be in place before the event begins and remain until all persons under 18 have left the premises.