

Edmonton **CHURCH OF GOD**

FACILITIES USE POLICY & PROCEDURES

VERSION 1.0 – OCTOBER 15, 2021

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1. POLICY STATEMENT

God, working through His people, has blessed the Edmonton Church of God (ECoG) with a wonderful property and building with amenities located at 7230 Keswick Link SW, Edmonton (Facilities). The ECoG as the steward of the Facilities intends to use this resource in fulfilling its mission¹ and supporting its core values. As such, the ECoG will implement and maintain an appropriate facilities-use framework and set of procedures and practices with the objective of most effectively using the Facilities and managing the associated risks, as documented in this Facilities Use Policy and Procedures (Policy).

Principles:

- The primary usage of Facilities shall be ministry related, with non-ministry usage being incidental and insignificant to the overall usage of the facility.
- We will establish and maintain a framework approved by the ECoG Board of Trustees² (Board) to govern the Facilities use in a consistent and effective manner.
- We will establish and maintain clear guidelines and procedures to set expectations of Facilities users.
- We will establish accountability through the definition of roles and responsibilities.
- We will establish policies to limit the risk of loss associated with the multi-faceted use of the Facilities, including financial, reputation, and liability risks.
- We do not seek to generate income through Facilities use, but may utilize usage fees to assist in compensating the congregation for custodial, administrative, utilities and insurance costs related to non-ministry usage.
- We will monitor use of the Facilities for compliance with established Policy.

2. GENERAL PROVISIONS

2.1. APPLICABILITY

The Policy will be effective upon approval of the Board. It will apply to all users of the Facilities. It will not apply to facilities located outside of the 7230 Keswick Link SW property.

2.2. AUTHORITY TO AMEND

Amendments to the Policy require prior approval by the Board.

¹ Love, Live and Serve - like Jesus! See edmontonchurchofgod.com/mission-statement.

² For the purposes of this Policy, the Board of Trustees includes all ECoG Pastors.

2.3. DISTRIBUTION

The Board will be responsible for maintaining and distributing the Policy, and all approved amendments, to all users of the Facilities.

2.4. COMPLIANCE

On an annual basis, and ad hoc as appropriate, the Board will review the use of the Facilities to ensure compliance with the Policy; if any activities have not been in compliance, the Board will investigate the incidents and establish a reasonable and appropriate strategy to address the non-compliance. The Board, on the behalf of ECoG, reserves the right to restrict or refuse the rights and privileges of anyone or any group who willfully violates any of the guidelines or regulations laid out in this Policy.

Where a literal and strict interpretation of this Policy would result in hardship or injustice, the Board has discretion to use their best judgment to accomplish the goals of this Policy.

In situations where the Policy is unclear, the Board carries the ultimate discretionary jurisdiction.

3. ROLES AND RESPONSIBILITIES

The Board has overall oversight responsibility of the Facilities use, including the management of associated risks.

The Ministry Team Leads and Ministry Teams are responsible for assisting with (i) establishing policies and procedures, (ii) monitoring compliance, and (iii) enforcing compliance, as appropriate.

The Board reserves the right to delegate Facilities use approval to the ECoG administrative staff.

All scheduled events that use the Facilities require the appointment of a responsible individual (Lead) who (i) oversees the event, ensuring the best interests of the ECoG, (ii) ensures usage adheres to the Policy, and (iii) serves as the communication liaison with the Board, or the ECoG administrative staff on its behalf.

4. FACILITIES USE PROGRAM

This section contains common guidelines applicable to the general Facilities. Rules and procedures specific to a certain area (e.g. the kitchen) are appended as separate Schedules.

4.1. SANCTIONED EVENTS

4.1.1. Authorized uses of Facilities include:

- Church services, including worship services, Bible studies and prayer meetings
- Ministry-related events or functions, organized by a Ministry Team

- Outreach efforts that increase awareness of the church, such as serving as a polling station in federal, provincial, or municipal elections
 - All meetings of the Canadian Mission Board of the Church of God
 - Meetings of Christian, non-denominational, religious organizations (e.g., Canadian Bible Society, The Gideons)
 - Special celebrations or events (e.g. wedding reception, bridal shower, milestone anniversary), subject to the guidelines in 4.2 Non-Ministry Events.
- 4.1.2. The Facilities are not to be used for any functions which (i) might denigrate God and His Church, (ii) expose the church to undue liability, (iii) risk the security and sanctity of the Sanctuary, or (iv) include activities not aligned with God's purpose for the Church.
- 4.1.3. The Facilities are not to be used for any functions which may compromise the ECoG status as a not-for-profit, charitable organization.
- 4.1.4. All events are to be in compliance with the Canadian Mission Board (CMB) policies and procedures.

4.2. NON-MINISTRY EVENTS

- 4.2.1. A Non-Ministry Event is defined as any event held in the Facilities that is not organized in coordination with a ECoG Pastor, the Board, or a Ministry Team, for ministry purposes. Examples include special celebrations or events such as wedding receptions, bridal showers, and milestone anniversaries.
- 4.2.2. Ministry-related programs and events have scheduling priority over Non-Ministry Events. Non-Ministry Events will not be scheduled during church services.
- 4.2.3. Activities or events held at the Facilities must be consistent with the purposes and beliefs of the ECoG which are based on Biblical values. The Board has the right to refuse Non-Ministry Event applications that are not in harmony with the purposes and beliefs of the ECoG.
- 4.2.4. The Board may cancel any Non-Ministry Event at any time, even if the event is in progress, for a significant violation of this Policy by those using the Facilities.
- 4.2.5. The Board has the right to refuse applications from Users that may compromise the ECoG status as a not-for-profit, charitable organization (e.g. political events).
- 4.2.6. Non-Ministry Events are limited to those in which a member or regular attendee of ECoG is a vital part of the event and serves as a responsible person (Lead) at the event representing the ECoG's interest. The Lead must be on site for the full duration of the event, is responsible for the conduct of those participating in the event and for ensuring that participants remain in the areas reserved for the event, and will be held responsible for compliance with this Policy.
- 4.2.7. The Fee Schedule and Payment for Non-Ministry Events can be found in Appendix A.
- 4.2.8. Users must agree to compensate the ECoG for any and all damages caused during the event other than normal wear and tear.

- 4.2.9. A Facilities Use Request Form (Appendix B or online) must be completed by all groups or individuals requesting use of the Facilities for Non-Ministry Events. A Facilities Use Agreement Contract (Appendix C) must be completed upon approval of the request for use.
- 4.2.10. A Certificate of Liability Insurance naming the ECoG as an additional insured must be on file prior to the date of the event by all groups not associated with the ECoG for the purpose of covering liability and property damage or accidents that might occur on church property. This requirement is for groups or organizations utilizing the building on an on-going basis, but may also be required for one-time use..

4.3. RESERVATION

- 4.3.1. Regular ministry events and programs are to be scheduled in a coordinated and collaborative manner, in a process established by the ECoG Pastors.
- 4.3.2. Ad hoc ministry-related events can be scheduled on a first come first serve basis. If there are competing interests and the parties involved do not come to a resolution, the Pastor will help determine priority.
- 4.3.3. Non-Ministry Events are required to submit the appropriate Facilities Use Request Form (Appendix B) a minimum of 30 days prior to the desired date of event. Applications received less than 30 days from desired date of use may be considered in exceptional circumstances and for certain events primarily for ECoG attendees. Applications are accepted online, by email or in-person to a member of the Board, copying the ECoG Administrator.
- 4.3.4. The Board will acknowledge receipt of a Facilities Use Request application within 48 hours from when the application arrives. The application will then be reviewed by the Board. The decision to approve or deny the application will be communicated to the applicant within 7 days of application receipt. Pre-booked church-sanctioned events will take priority. Applications for use of the Facilities will thereafter be approved on a first-come, first-served basis of received completed applications.
- 4.3.5. The applicant is considered the User. The User is the party responsible for the event and must themselves, or a designated Lead, be present at all times during the event. The User and/or Lead will act as the contact for the church and will enforce the items outlined in this Policy.
- 4.3.6. Requests are not considered final and accepted until they have been approved by the Board, or its delegate.
- 4.3.7. Only facilities and equipment requested and approved on the Facility Use Reservation Form may be used for an event.
- 4.3.8. If there is an issue with the Facilities, or a schedule change is needed, please contact the Facilities Manager, ECoG administrative staff, or a Board member, as appropriate.
- 4.3.9. Prospective Users are to read, understand and agree to comply with this Policy.
- 4.3.10. All events and programs are to be scheduled in the Planning Centre application.
- 4.3.11. Additional forms may need to be completed, depending on the purpose and facilities being used.

- 4.3.12. First time applicants using the Facilities are required to meet in-person with a Board representative prior to using the Facilities.
- 4.3.13. Applicants must be 21 years of age or older.

4.4. GENERAL RULES

- 4.4.1. No person or group may charge an entrance fee into or profit from the use of the Facilities.
- 4.4.2. Weapons, fireworks, pyrotechnics or other combustibles are not permitted.
- 4.4.3. Smoking, vaping, illegal drugs, marijuana, and alcoholic beverages are not permitted anywhere in the Facilities or on church property.
- 4.4.4. Gambling is not permitted.
- 4.4.5. No animals other than documented service animals are allowed in the church building without explicit consent of the Board.
- 4.4.6. Do not attempt to adjust the HVAC system.
- 4.4.7. Only persons trained to use the audio/visual and lighting systems are permitted to do so. Inquiries are to be directed to the Technology Ministry Team.
- 4.4.8. No profanity or lewd graphics are allowed.
- 4.4.9. Clothing must be modest and in good taste. Any print or writing on clothing must be fitting for a Christian environment. Clothing depicting or promoting alcohol or tobacco, offensive language, lewd graphics, or crude behavior will not be tolerated.
- 4.4.10. Fighting or horseplay will not be tolerated.
- 4.4.11. The conduct of all persons attending programs or events is expected to be respectful of the Facilities, maintaining noise levels that respect others in adjoining spaces.
- 4.4.12. All initiatives that impact the interior design of the Facilities must be approved by the Decor Committee, including hanging artwork and pictures, placing flora, painting walls, and installing furniture.
- 4.4.13. Ministry furniture and equipment is not to be removed from the Facilities without the consent of the Board or ECoG Administrator.
- 4.4.14. Use of non-drip candles is allowed only in designated areas and must be approved by the Facilities Manager or the Board. Open-flame candles must be in stationary fixtures, and the flame height must not exceed the height of the fire-safe container. Candles must never be left unattended. Battery-operated candles are recommended.

4.5. CLEANLINESS

- 4.5.1. Facilities Users are expected to restore the room(s) and furniture that were used to their original layout and cleanliness; the Facilities shall be left in good condition after an event or meeting, including cleaning and returning to their original state the rooms and everything used during an event (chairs, tables, equipment etc.).

- 4.5.2. If User cleaning does not meet a reasonable and acceptable minimum standard, the ECoG janitorial staff will be engaged and the User will be charged at the current hourly rate.
- 4.5.3. Decorations or the application of materials to the walls, ceiling or floor which will mar, deface, or damage these surfaces may not be used.
- 4.5.4. Dining or the serving of food is limited to pre-approved designated areas.
- 4.5.5. Spills are to be cleaned up immediately.

4.6. EMERGENCIES

- 4.6.1. First aid supplies are located in the Usher Room; defibrillators are located by the Welcome Centre and by the Gym/Fellowship Hall.
- 4.6.2. In the event of an emergency, after seeking medical attention if required, the ECoG Facilities Manager, a member of the Board or ECoG administrative staff should be notified immediately. Report any injuries or suspicious activities to the Facilities Manager, Board or ECoG administrative staff.

4.7. SECURITY

- 4.7.1. The Lead is responsible for ensuring the Facilities are appropriately locked and alarmed during and after an event to ensure the security of the Facilities and its contents. Areas not approved for use are to remain locked and secure.
- 4.7.2. Keys and access codes are not to be shared by the designated individual for whom they were intended. Those who desire a key and alarm access must follow the established application process.

4.8. LIABILITY AND DAMAGE REPORTING

- 4.8.1. The User will be held responsible for any damages done to the Facilities, including the furniture and equipment, and assumes full responsibility for the costs associated with damage, repair, or replacement to the Facilities.
- 4.8.2. Immediately report any damage of the Facilities, including equipment and furnishings, to the Facilities Manager, Board or ECoG administrative staff.
- 4.8.3. The User, an organization or individual using the Facilities, for a Non-Ministry Event agrees to hold harmless the ECoG, its Board, employees, and church congregants for all losses arising out of any injury or damage occurring during the event on church property.
- 4.8.4. The ECoG, its Board, employees, and church congregants do not assume responsibility for lost, stolen, or damaged items.

4.9. CHILD PROTECTION

- 4.9.1. All persons or groups requesting use of the Facilities must have and adhere to the ECoG Abuse Prevention Policy regarding minors.

- 4.9.2. Children in attendance must always be under the control of their parents or adults, and are not permitted to roam freely on church property.
- 4.9.3. All children or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.

SCHEDULE A – GYM / FELLOWSHIP HALL

PRINCIPLES

1. Purpose – The Gym/Fellowship Hall (Gym) exists as a tool to help ECoG fulfill its mission. As a result, ministry staff and volunteers will speak openly and freely of their relationship with Christ with guests. The relationships, programs, and activities taking place in the Gym serve as a ministry of ECoG to the body of Christ and non-Christians. Events are intended to be purposeful, developing and growing followers of Jesus through various avenues of recreation and family activities, with the overall goal to strengthen, connect, and point the community towards Jesus Christ.
2. Standards – Ministry events taking place in the Gym are intended to influence others for Jesus Christ, therefore the speech, dress and conduct of all participants will be in accordance with the highest Christian standards.
3. Stewardship – It is our desire to take good care of what God has provided so that the use of the Gym will honour Him and provide many years of service for His kingdom purposes.

GUIDELINES

Participants will be required to abide by all policies and procedures as laid out in this Policy, including Section 4.4 - General Rules.

1. Children under the age of 13 must be accompanied by a responsible adult (21 and above) whether parent, guardian, or designee at all times. Exceptions include special programs for under-aged children where supervision will be provided.
2. Events are to be inclusive, within parameters, to promote building relationships (for example, not for a select group of friends).
3. Only non-contact sports are permitted.
4. Only sports that are low-risk for damage to the Facilities (including walls, windows, floors) are permitted. Significant damage to the walls occurs when they are struck by the balls or other equipment. Please refrain from striking the walls as much as possible.
5. No food, drink, or gum allowed on the playing court. Water spills are to be cleaned up immediately.
6. Objects should not be thrown to or from the Youth Room.
7. Equipment
 - 7.1. Misuse of equipment and furnishings, or lack of respect for the building itself will be subject to loss of privileges.
 - 7.2. Indoor sports equipment is not to be removed from the Gym or its storage room, unless with explicit consent of the Facilities Manager or Board.
 - 7.3. Outdoor sports equipment is to remain on church property.

- 7.4. Gym equipment is to be stored in an orderly fashion.
- 7.5. Report any damage to sports equipment to the Facilities Manager or Board.
- 8. No skateboards, hoverboards, rollerblades, hardballs, hockey pucks, baseballs, and softballs are allowed in the Gym.
- 9. Hanging or climbing on the basketball rims, nets, or supports will not be tolerated.
- 10. Dress
 - 10.1. Shirts and appropriate apparel must be worn at all times, loose fitting, and a modest length.
 - 10.2. Undergarments must be completely covered.
 - 10.3. Bike shorts and tights should be covered with a long T-shirt or shorts.
 - 10.4. Clothes with slogans or advertisements not compatible with Christian principles are not allowed.
 - 10.5. Only proper court shoes, with non-marking soles, will be allowed on the Gym floors for games and/or athletic events.
- 11. Speech
 - 11.1. We should seek to encourage one another; degrading or negative remarks is not acceptable behavior.
 - 11.2. Profanity will not be tolerated.
- 12. Cleaning Protocol
 - 12.1. Please make sure that all equipment has been put away, trash picked up, and floor swept at the conclusion of your event.

ENFORCEMENT

The Facilities Manager, the Board (including Pastors), Ministry Team members, and Ushers have the right to ask anyone to leave for any reason. To regain access, offenders will be required to meet individually with the Pastor and/or Chair of the Board.

APPENDIX A – FEE SCHEDULE AND PAYMENT FOR NON-MINISTRY EVENTS

To compensate the ECoG general expenses related to non-ministry usage, advance payment of a usage fee is required. Usage fees are not tax deductible as a charitable contribution because of the value the person or organization receives from using the Facilities.

Room	Usage Fee
Sanctuary	\$350/day
Fireside	\$50 for <= 4hrs; \$75 for > 4hrs
Gym/Fellowship Hall	\$50/hr
Large Meeting Room	\$50/hr
Kitchen	\$50/hr
Youth Lounge	\$50 for <= 4hrs; \$75 for > 4hrs
Other	As determined by the Board

ADDITIONAL FEES

A User who makes a reservation and wants to cancel must cancel 14 days prior to reservation or be subject to a \$50 cancellation fee.

Some available resources require training, setup, and, potentially, ECoG representatives to properly run the event and/or equipment. Therefore, additional fees for the use of items like the audio/visual system or usher support are to be negotiated between the Board or the provider of services and the User.

Fees are subject to change, and the Board reserves the right to waive fees under certain circumstances, such as informal Gym use for developing connections between congregants.

PAYMENT

Preferred method of payment is Interac e-Transfer to donations@edmontonchurchofgod.com. Cash, cheque, or debit are also accepted.

APPENDIX B – FACILITIES USE REQUEST FORM

Edmonton CHURCH OF GOD

The User, submitting a request to use ECoG Facilities, or the Lead, as defined in the Policy, must be a Regular Attender at the ECoG.

GENERAL INFORMATION

Name of Requesting Individual/Organization: _____

Date Requested: _____

- THE LEAD MUST BE PRESENT ON SITE FOR THE ENTIRE DURATION OF THE REQUESTED USAGE -

Lead Name: _____

Lead Phone: _____

Lead Email: _____

EVENT INFORMATION

Brief Description and Purpose of Event:

Date(s) Requested: _____

Time(s) Requested: From _____ To _____ (includes setup and cleanup)

Number of Expected Attendees: _____

Room(s) Requested for Event:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Fireside |
| <input type="checkbox"/> Gym/Fellowship Hall | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Large Meeting Room | <input type="checkbox"/> Youth Lounge |

Support Requested:

- | | |
|--|--|
| <input type="checkbox"/> Audio/Video Technician(s) | <input type="checkbox"/> Kitchen Staff |
| <input type="checkbox"/> Usher(s) | <input type="checkbox"/> _____ |

Additional Notes:

REQUEST SIGN-OFF

We, the prospective User and Applicant, have read the ECoG Facilities Use Policy & Procedures in its entirety.

Yes or No

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

APPENDIX C – FACILITIES USE AGREEMENT CONTRACT

Edmonton CHURCH OF GOD

This agreement by and between the Edmonton Church of God (ECoG) and _____
at _____ (User), will take effect on the _____ day of _____, _____
and will continue for a duration of _____ .

Unless defined otherwise in this Facilities Use Agreement Contract (Contract), all definitions are as defined in the ECoG Facilities Use Policy & Procedures (Policy).

Whereas, the User desires to use the _____ of the ECoG Facilities for
the purpose of _____ .

And whereas, ECoG has agreed to allow User to use the Facilities provided the following terms and conditions are met.

User and ECoG hereby agree as follows:

1. **USE OF FACILITIES** - ECoG agrees to let the User use the above described portion of the Facilities for the above described purpose only and no other purpose on _____ .
2. **CONTACT INFORMATION** - _____ is the Lead, on behalf of the User.
3. **FEE AGREEMENT** - User agrees to pay _____ for the use of the Facilities.
4. **LAWS OBSERVANCE** - User agrees to not use the Facilities for any unlawful purposes, and will obey all laws, rules and regulations of all governmental authorities while using the above described Facilities.
5. **PURPOSE** - User agrees to not use, nor permit anyone else to use, the premises for any purpose that is contrary to the mission, purpose, or belief of the ECoG, as set forth in Holy Scriptures or in the ECoG Statement of Faith, as reflected in its current bylaws and policies.
6. **POLICY AGREEMENT** - User has read and understood the policies and procedures contained in the Policy; User agrees to abide by any and all rules, regulations, terms and conditions as described in the Policy. User accepts responsibility for adherence to the Policy by event participants.
7. **LIABILITY INSURANCE FOR ORGANIZATIONAL USERS** - User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$2,000,000. The User will provide a Certificate of Liability Insurance to the ECoG at least thirty (30) days prior to the date upon which the User begins to use the above described Facilities. The certificate of insurance will indicate the User has made the ECoG an "additional insured" on User's policy with respect to the use by User of the above described Facilities.
8. **LIABILITY WAIVER** - User agrees to protect, indemnify and hold harmless the ECoG, including ECoG agents, employees, and representatives, from any and all liability, loss, costs, damage or expense, arising from User use of the Facilities or from any accident or other occurrence on or about the Facilities causing injury to any

person or property and will protect, indemnify and hold harmless from any and all claims, costs or expenses arising from any failure of User in any respect to comply with and perform all requirements and provisions agreed to and outlined in the Policy or required by law or ordinance or from any negligence of User, during the period of occupation.

9. **FACILITIES CONDITION** - User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of Facilities which User will use, including entrances and exits.
10. **SAFETY** - User agrees to conduct a visual inspection of the Facilities, including entrances and exits, prior to each use, and warrants the Facilities will be used only if it is in a safe condition.
11. **CANCELLATION** - This Contract may be cancelled unilaterally by either party with 14 days written notice to the other party. In the event the ECoG must cancel this Contract, User will be entitled to any deposit paid by the User. However, in no event will ECoG be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User's inability to use the above described Facilities, even if ECoG has been advised of the possibility of such damages.
12. **CONTRACT RIGHTS** - User agrees that it will not assign any of its rights under this Contract, and any such assignment will void this Contract at the sole option of the ECoG. The Facilities must be used according to the original Contract.
13. **DISPUTE RESOLUTION** - User and ECoG agree that any disputes arising under this Contract will be resolved via a mutually acceptable alternative dispute resolution process.
14. **PRIOR AGREEMENTS** - This Contract contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this _____ day of _____, _____ .
Day Month Year

EDMONTON CHURCH OF GOD

USER Organization Individual

Representative's Signature

Signature

Representative's Name

Signer's Name

Position with ECoG (Title)

Position with User (Title)

GLOSSARY

Board of Trustees (Board) – The current elected ECoG Board of Trustees, and all ECoG Pastors for purposes of this Policy.

Decorations – Anything added to Facilities surfaces that were not part of the original state of the Facilities.

Facilities – The church property and building with amenities located at 7230 Keswick Link SW, Edmonton. Included are the spaces and places, amenities, and pieces of equipment provided for a particular purpose (e.g. the cooking facilities found in the kitchen space).

Fellowship Hall – Also referred to as the Gym.

Lead – A responsible individual who (i) oversees the event, ensuring the best interests of the ECoG, (ii) ensures usage adheres to the Policy, and (iii) serves as the communication liaison with the Board, or the ECoG administrative staff on its behalf.

Regular Attender – An individual who attends a minimum of 75% of available worship services at the ECoG.

User – The individual or group requesting and paying for, if applicable, the use of the Facilities. A User can also be the Lead, but not necessarily.