

WOODLAWN UNITED CHURCH FACILITY LICENCE AND SPACE ALLOCATION POLICY

INTRODUCTION

The use of available and accessible space enhances the ministry of Woodlawn United Church. Woodlawn United Church supports its groups and its community in many ways, including licencing of its available space.

Facility licencing and space allocation will be a responsibility of the Office Administrator who in turn works with the Rental Committee. Licence and space allocation issues that may be beyond the usual scope of practice will be brought to the Rental Committee after first being discussed with the Office Administrator.

PURPOSE

The Facility Licence and Space Allocation Policy is intended to provide guidance and consistency to the use of space and licencing process through its related procedures and guidelines.

DEFINITIONS

Licence – An agreement for the use of space at Woodlawn

Licencee – The individual or group that is granted a licence for the use of space at Woodlawn.

POLICY

Consideration of the use of the facilities belonging to Woodlawn United Church, including the Sanctuary, Fellowship Hall, kitchen facilities, unfinished basement, meeting rooms, Heritage Centre and parking lot, will be based upon the following criteria:

- Availability of space
- Compatibility of group/event to the ethos of the United Church of Canada, and to the mission, vision and values of Woodlawn United Church
- Availability of applicable supporting personnel (eg. sound technicians, appropriate persons to open/close facility, Kitchen Committee representative, etc.)

Groups operating within the Woodlawn United Church family will have priority of available facilities.

Facilities will not be reserved or confirmed more than twelve (12) months prior to the event. Weddings are exempt from this. Other exceptions will only be made in unusual circumstances, and will be considered only by the Rental Committee.

Licencees understand that sometimes the business of the Church must come first. In the unlikely event that a booking must be altered as a result of a church event (eg. funeral, congregational meeting, retreat, etc.), all efforts will be made to notify the booking party as soon as possible so that other arrangements may be made.

While Woodlawn United programs will generally have priority, the Church recognizes the value of its outreach ministry and of external income in enabling the work of the Church. For example, if an external licencee generates steady year-round income for the Church but their schedule occasionally overlaps with the desired

time of a Woodlawn event or group, the Woodlawn group may be encouraged to consider alternate dates or times.

The Conditions of Licence will be adhered to by any and all groups using facilities belonging to Woodlawn United Church.

The Fire Regulations will be adhered to by any and all groups using the facilities belonging to Woodlawn United Church.

The Use of Alcohol policy will be adhered to by any and all groups using the facilities belonging to Woodlawn United Church.

The Animal policy will be adhered to by any and all groups using the facilities belonging to Woodlawn United Church.

Licence costs will be based on the Facility Fee schedule. Some exceptions may apply, and these will be at the discretion of the Rental Committee.

Only those facilities covered by the Facility Licence Application will be used or accessed by the Licencee. If the Licencee is found to be using other facilities during the period of use without permission of the Church, additional charges will apply, and any future bookings may be cancelled.

Additional charges may apply if the Licencee is found to be using the facilities beyond the agreed upon period.

Only the designated contact person is authorized to make any changes regarding their booking.

Insurance matters will fall under the jurisdiction of the Trustees, and Licencees will provide proof of liability insurance as required.

Woodlawn United Church reserves the right to cancel or refuse a licence.

PROCEDURES

Inquiries for use of space will be accepted through the Church Office through e-mail, telephone or in-person.

Dartmouth Community Concert rental inquiries in excess of 12 months but not more than 18 months will be considered by the Ministry Team and the Rental Committee.

The UCW (United Church Women) or Kitchen Committee Chair(s) will be consulted on matters involving the UCW prior to any licence confirmation. These considerations may include but not be limited to use of kitchen facilities, use of kitchen equipment, use of kitchen supplies, and UCW catering.

Facility licences are not considered to be final until the following have taken place:

- a Facility Licence Application Form has been completed and signed

- the Facility Fee Schedule has been discussed and agreed upon
- a deposit has been accepted
- a Conditions of Licence document has been signed and a copy given to the Licencee
- a Fire Regulations document has been reviewed and a copy given to the Licencee
- satisfactory proof of liability insurance has been accepted by the Office

Internal bookings (WUC groups) are not considered to be final until dates and times have been confirmed with the Office Administrator.

Only final facility licence bookings will be entered into the Woodlawn United Church on-line calendar.

In the event of a storm, external emergency or other such circumstance, Woodlawn United Church Trustees will make the final determination regarding space cancellation, and will notify the Office Administrator or delegate of their decision. All reasonable efforts will be made to advise Licencees of a decision to cancel. If the Trustees decide to keep the facility available, Groups or individuals using or licencing space may still decide to cancel their event at their own discretion. Efforts will be made to reschedule the event with no financial consequence to the Licencee. If a satisfactory arrangement cannot be made, refunds, not including the deposit, will be considered.

In the case of cancellations not related to significant weather events or other emergencies, Licencees will be refunded the amount paid to date, not including the non-refundable deposit, if the cancellation is made with more than two weeks' notice to the Office. Refunds will not be given for cancellations with less than two weeks' notice.