

Symons Valley United Church Space Usage Policy

SECTION ONE

PURPOSE

A. To help support the following core values of Symons Valley United Church:

1. Ministry with children and youth
 - We value our younger congregation members
 - We want them to consider the church their home and we appreciate their participation in congregational life.
2. Willingness to change
 - We are open to new ideas in all aspects of our congregational life
 - We are willing to take risks even when unsure of the outcome
3. Growth
 - We value growth and recognize it as a part of our ministry
4. Wise stewardship of our resources
 - We value wise and faithful investment and management of our resources (talents, property, etc.) for the long-term.
5. Dynamic and interactive music and music resources
 - Music in worship and throughout congregational life is a key component of who we are.
 - We are open to new ideas, styles and approaches to music that enhance the worship experience.
6. Intimacy
 - We value personal relationships with and between congregational members
 - We are open to sharing that intimacy with newcomers

B. Encouraging Building Use by Community Groups

Symons Valley United Church encourages the use of the building by community groups to help enhance the lives of members of the community by promoting physical, spiritual, emotional and intellectual growth. However, the needs of outside groups must be balanced with the needs of the of various Symons Valley ministries.

C. Church Philosophy Regarding Usage

To ensure that all outside groups are treated fairly, this policy describes the church philosophy regarding usage of the building and property, and sets forth general principles to be used when determining which groups are allowed to use the church building and property and when such use will be allowed.

SECTION TWO

PERMISSION and USAGE GUIDELINES

Usage of the Symons Valley United Church building or property will be provided to outside community groups based on the following conditions:

1. Appropriate space is available for the group during the time required by the group, taking into consideration the existing commitments to other groups, both inside and outside the church.
2. The group must provide the Symons Valley office staff with at least 1 week's notice prior to using the church building or property.
3. The group's activities are aligned with the core values of the church.
4. The group's activities are complementary to the values of the United Church of Canada and Symons Valley United Church

Symons Valley United Church office administration staff must confirm that conditions 1 & 2 are met.

A representative of the Property Management committee must confirm that the group sufficiently meets conditions 3 & 4 for occasional renters. For Recurring renters approval by the majority Property Management Committee is required. The needs of Symons Valley United Church ministries or programs will receive first priority consideration for booking and use of space.

ROLES

Office Administrator – SVUC staff member responsible for administering the Space Usage Policy and agreements.

Group Contact – representative from any renter group will be established, with full contact information provided and recorded in the church rental database.

Building Monitor List – volunteers from the congregation willing to meet greet, monitor, and lock up after occasional rentals.

Once permission has been granted, the following guidelines must be followed by outside groups when using Symons Valley United Church building or property:

1. The group must make the office administration staff aware of all activities and space usage for planning and operational purposes.
2. The Office Administrator and a representative from the outside group must sign a Symons Valley United Church Space Use Agreement and adhere to the conditions defined by the agreement.
3. An additional signature by a Symons Valley Trustee will be required for recurring space usage agreements that span greater than 20 hours of cumulative use over one year, to confirm that Trustees provided oversight in the approval of recurring renters.

SECTION THREE

ADVERTISEMENTS

Permanent signs advertising an outside group's usage of Symons Valley United Church building or property is prohibited, and exceptions may be made only by motions from the board. An outside group may, however, place a temporary sign during hours of the group's operation.

Groups are encouraged to use other forms of media advertisements such as notices in community newspapers.

Additionally, Symons Valley may prohibit community notices or advertisements within the premises for non faith-based activities, or pertaining to activities that are not sponsored by a faith-based group. The office staff of Symons Valley reserves the right to deny the posting of a notice from a faith-based group based on personal discretion.

SECTION FOUR

FEES CHARGED FOR SPACE USAGE

The fees charged for usage of space at Symons Valley United Church shall be comparable to similar facilities within the geographic area, and shall be charged according to the Symons Valley United Church Space Usage Fee Schedule.

The Symons Valley United Church Space Usage Fee Schedule shall be reviewed and set by the Board no later than March 1st of each calendar year so that the existing long-term users of space at Symons Valley may set their registration fees accordingly. Symons Valley United Church reserves the right to review and adjust rates with 30 days notice.

Members of the Symons Valley congregation may receive a reduction in fees¹ for space usage with the condition that the space is not being used to run a business or otherwise make a profit for the member.

The following conditions must apply for space usage fees to be exempt for a given event, whether it be a one-time event or an ongoing event:

- The event must be organized by a Symons Valley Church Committee; or
- The purpose of the event must be primarily for the education, entertainment, or general participation of the Symons Valley congregation.

Examples of events where full fees are to be charged:

- A seminar conducted by a non-member of the congregation where the general public is the primary audience
- An exercise class that is primarily targeted at non-members of the congregation
- A piano recital organized by a non-member of the congregation

Examples of events where discounted fees are to be charged:

- A birthday party organized by a member of the congregation
- A seminar conducted by a member of the congregation where the general public is the primary audience
- A Presbytery or Conference event at which a user fee is charged

Examples of events where no fees are to be charged:

- An informational seminar organized by a Symons Valley Church committee
- A music concert organized by a Symons Valley Church committee
- An exercise class organized primarily for the congregation of Symons Valley
- United Church of Canada, Presbytery or Conference meetings at which no user fees are charged

If an individual (either non-member or member) of the congregation wishes to use space at Symons Valley, but does not wish to pay a fee, then they may approach the SVUC Outreach Committee. The Outreach Committee may wish to organize the event or they may wish to sponsor the event and cover the fees for the event.

¹ Discount rate is specified in the Fee Schedule