

Symon's Valley United Church Occasional Space Usage Procedures

One Time and Occasional Use

The following describes the procedures to be followed when an individual or group wishes to use space at Symons Valley on an occasional basis:

1. The Group Contact contacts the Symons Valley Office Administrator (the "Office Administrator") to determine availability and rates (see the Symons Valley Fee Schedule).
2. If the Group Contact is satisfied with the rate and the availability, the Office Administrator books the room(s) for the Group Contact.
3. The Office Administrator discusses the Space Use Policy and Agreement with the Group Contact, and arranges a time to meet the Group Contact so that the Group Contact can sign a One Time Space Use Agreement and provide payment for the facilities.
4. The Office Administrator contacts individuals on the Building Monitor list to find an individual who will be the Building Monitor for the event.
5. The Building Monitor opens Symons Valley (unlocks the door and disarms the security system).
6. During the event, the Building Monitor periodically checks on the group to ensure that the group is following the Code of Conduct.
7. Following the event, the Building Monitor ensures that the Group Contact cleans the room(s), arms the security system, and locks the door(s).
8. Bookings for marriage, baptisms, and funerals are subject to Symons Valley United Church policies.

The following table summarizes the responsibilities of each individual:

Individual	Responsibilities
Group Contact	<ul style="list-style-type: none"> - Contact Symons Valley Office Administrator for rates and availability - Meets with the Symons Valley Office Staff to discuss the Space Use Policy and Agreement - Signs the Space Use Agreement - Provides payment to the Symons Valley Office Staff - Leaves the space as tidy as they found it
Symons Valley Office Administrator	<ul style="list-style-type: none"> - Provides the Group Contact with usage rates and availability - Books the room(s) for the Group Contact - Meets the Group Contact to obtain payment and to get a signed Space Use Agreement - Contacts the Outreach Coordinator to provide details of the usage - Files the Space Use Agreement and deposits the payment - Finds a Building Monitor who would be able to attend the event

Building Monitor	<ul style="list-style-type: none"> - Opens the building for the Group Contact - Periodically checks on the group to ensure that the group is adhering to the Space Usage Policy and their agreement - Ensures that the room(s) are left in a reasonably clean state and closes the building
Property Management Committee	<ul style="list-style-type: none"> - This committee shall consist of at least 3 members appointed by the Board to be the owners and caretakers of the Property Management Policy, Liquor Policy, and Security Policy (to be defined), and provide consultation support to the Office Administrator. This committee will have at least one member who is a sitting member of the board.

APPENDIX

One time space use agreement

ONE-TIME SPACE USE AGREEMENT

Contact Information:

Group:	
Group Contact:	
Mailing Address:	
Phone (Business):	
Phone (Home):	
Email:	

Event Details:

Description of Event: Requirements (tables, chairs, etc)	
Date of Event:	
Time of Event:	
Room(s):	
Rate per Hour:	
Total Charge:	

Building Monitor	Phone:	Email:
		Office Admin Initials:
		Group Contact Initials:

Booking and Damage Deposit

1. Applicable damage deposit as listed on the fee schedule for space rented will be required in addition to the fee for space usage and is payable at the time of booking. Cash, debit, Visa or Mastercard will be accepted for deposits and will be cashed prior to the event. Rates will be confirmed upon receipt of the damage deposit.
2. The deposit may be refunded, at the discretion of the staff of Symons Valley United Church within 30 days after the event, if the room(s) as identified in this Space Use Agreement are left in the condition that they were found.
3. For cancellations received 31 – 60 days prior to the event, 50% of the damage deposit will be withheld. If the booking is cancelled less than 30 days or less, prior to the event date, the booking and 100% damage deposit will not be refunded unless the venue is re-booked for the function date at an equivalent value.
4. Balance of payment in the form of cash, debit, Visa or Mastercard is required to be submitted to the Symons Valley office at least 7 days prior to the function date.

Space Use Restrictions:

Use of space in Symons Valley United Church is limited to the rooms/areas identified, for the times specified, in this Space Use Agreement, and the nearest washrooms and passage to those rooms/areas. Children must be supervised at all times. Children and parents are not allowed to wander the rest of the building. If furniture needs to be moved into, or out of, the room/areas identified, prior permission must be granted by the Symons Valley United Church office. Food and beverages are not permitted within the sanctuary unless approved. Use of the audio visual equipment and stage lighting within the sanctuary will require an audio visual technician from Symons Valley United Church, and applicable fees will apply as per the rate schedule. The Servedy as it is currently equipped is intended as a warming facility for church organized potluck meals and as a serving facility for off-site caterers for banquet events. The Servedy will not utilized for the cooking of meals that involve the preparation of grease-laden foods.

Alternate Space/Times:

Symons Valley United Church reserves the right to relocate or reschedule meetings to rooms other than those identified in this Space Use Agreement to accommodate church programs and events provided that the user is given at least 2 weeks prior notice.

Accidents/Incidents:

If any injury accident occurs during the time that the group is using Symons Valley, in incident report must be submitted to the Symons Valley Church office that includes the name of injured person(s), parents/guardians names, date and time of accident, type of injury, etc.

Conditions for Use:

1. The group contact, as identified above, will be provided with sufficient access to the building and instructions regarding building security. If the group is responsible for triggering a false alarm that results in a call-out, the charge will be passed onto the group.
2. Use of alcoholic beverages – refer to the Symons Valley United Church liquor policy.
3. Smoking is not allowed within the building and occupants must adhere to the City of Calgary bylaw restrictions regarding entrance clearance.
4. Only non-marking materials, such as Funtack or Hold It, may be used to affix items to the walls. Tacks or tape are not allowed as they may damage the walls.
5. When the group is finished using the facilities, the close-up routine must be followed.
6. Groups using the facility will not create a disturbance such that it interferes with any other group in the church, or with households adjacent to the church.
7. Table and chair set up changes are to be approved in advance by the Symons Valley Office Administrator. Set up and take down of chairs and tables are the responsibility of the user group unless previously arranged to have the caretaker manage this, which will incur an additional charge.

Close-Up Routine:

The last person to leave the building must do a complete walk-through on all rooms/areas of the building that were used by the group(s) to ensure the following:

- All lights are out;
- No water is running;
- All blinds have been returned to their original position;
- All electrical appliances are turned off or unplugged;
- All stove burners are checked and turned off; and
- All of the exit doors are secured and locked.
- You are leaving the area in the condition you found it

Agreed to, and accepted, by:

Group Contact

Date

Symons Valley United Church Administrator

Date