

Symon's Valley United Church Recurring Space Usage Procedures

Lease Contract & Recurring Users

The following describes the procedures to be followed when an individual or group wishes to use space at Symons Valley on a recurring 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. The Office Administrator passes the request to the Property Management Committee for determination if the group is suitable for Symons Valley (refer to the Symons Valley Space Usage Policy). This committee shall also determine if a formal lease contract is required for this usage, and if so, would initiate a draft proposal to be brought before the Property Management Committee for review and approval.
3. Upon approval by the Property Management Committee, the office administrator notifies the Group Contact.

The following steps assume that it was recommended that the group be allowed to use space at Symons Valley:

4. If the Group Contact is satisfied with the rate and the availability, the Symons Valley Office Administrator books the room(s) for the Group Contact. Rates may be subject to increases one additional time per year by Symons Valley United Church with 30 days notice.
5. The Office Administrator creates a Space Use Agreement and sends it to the Trustees for final endorsement signature.
6. The Office Administrator then sends a copy of the Space Use Agreement to the Group Contact for review and signature.
7. The Office Administrator arranges a time to meet with the Group Contact to provide the Group Contact with a building key and instructions on how to arm and disarm the security system.
8. The Group Contact provides payment to the Office Administrator as per the usage agreement.
9. The Property and Management Committee reviews and renews the Space Use Agreements for frequent users on an annual basis.

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 - Signs the Space Use Agreement - Provides payment to the Symons Valley Office Administrator - Cleans the room(s) after the event - Handles building security (locks the doors, arms the security system)

Symons Valley Office Administrator	<ul style="list-style-type: none"> - Makes a recommendation regarding suitability of the Group and the usage rate to the Property Management committee - Sends the Space Use Agreement to the Trustees & Group Contact - Books the room(s) for the Group Contact - Provides the Group Contact with a building key and instructions on how to use the security system - Files the Space Use Agreement and deposits the payment - Contacts the Group Contact and the Symons Valley Office Staff regarding the rate and terms of the space usage agreement
Property Management Committee	<ul style="list-style-type: none"> - Reviews the recommendation provided by the Outreach Coordinator - Votes on whether or not to accept the recommendation

APPENDIX

Frequent Use of Space Letter Template
 Recurring Space use Agreement

Frequent Use of Space Template

<Date>

<Address>

Dear <Tenant Contact>,

Please review the attached Space Use Agreement for <Time Period> of the Symons Valley United Church property by the <Tenant>. <Additional Notes>

Please note the Space Use Restrictions section of the agreement. If <Tenant> requires the use of rooms/areas not identified in the Space Use Agreement within the associated times, prior permission must be granted by Symons Valley United Church office at least 2 weeks prior to the use of the space and may be subject to regular space use fees. Permission to use additional space must be granted by the Symons Valley United Church office for the following reasons:

1. The Symons Valley United Church office must be aware of all activities and space usage within the facility for planning and operational purposes.
2. If frequent use of additional space is required, the Space Use Agreement needs to be modified accordingly.

Once you have reviewed the Space Use Agreement, please sign and date it and return it to the Symons Valley United Church office. If you have any questions or concerns, please do not hesitate to call.

Regards,

Verna Smith
Office Administrator
Symons Valley United Church
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RECURRING SPACE USE AGREEMENT

Group:	<Tenant>
Group Contact:	<Tenant Contact>
Mailing Address:	<Tenant Address>
Phone:	<Tenant Phone>
Email:	
Space Use Period:	<Date Range>

Space Use Times Detail:

Day	Group	Room/Area	Time

Space Use Summary:

Room/Area	Time	Rate	Months	Total

Notes:

Please notify the office of possible changes or additions as soon as possible.
 Please notify the office whenever the groups will not be using the space.

Payment Guidelines:

A monthly payment of <monthly payment> is due on the first day of each month during the duration of the Space Use Period, as specified above. A damage deposit equivalent to 2 months rent will be collected, to be held by Symons Valley United Church to cover unpaid rent or damages. Damage deposit may be returned to the renter within 30 days of agreement provided there, less any deductions for unpaid rent or repair of damages at the discretion of Symons Valley United Church.

Cancellation Notice:

A two month notice is required by either Symons Valley United Church, or by <Tenant>, prior to cancellation of this Space Use Agreement.

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. 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 be 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 <Tenant> is given at least 2 weeks prior notice for scheduled events.

Symons Valley will work collaboratively, within reason with renters to relocate or reschedule bookings to other rooms and/or timings to accommodate urgent requests (such as funerals).

Liability Insurance:

A copy of your liability insurance coverage must be provided for our files each September. As part of your liability insurance coverage, Symons Valley United Church must be added as additional insured with respect to liability arising from the operations of the Named Insured.

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.

Business License:

Please provide a copy of your business license for our files.

Conditions for Use:

1. The group contact, as identified above, will be provided with sufficient access to the building including key (if necessary) and instructions for the security system. 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.

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 windows are closed;
- 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:

Symons Valley United Church Trustee

Date

<Tenant Contact>, <Tenant>

Date