

Policies and Procedures for Church Building Use

This paper covers the policies and procedures governing the use of church facilities by both church members and non-church members / organizations outside of the Church. It includes:-

1. Section I – General Policy
2. Section II - Procedure
3. Section III – Rules and Regulations
4. Section IV – Rental Fee Schedule

Section I – General Policy

1. Purpose

It is our intention that church facilities for Markham Chinese Baptist Church (MCBC) be used to worship God, spread Good News and enjoy Christian fellowship. It is important that the building be managed well. Building usage fees are therefore required for non-church activities to cover the costs incurred in the use of the facilities and for the upkeep of the building. Details of church facilities available for use by individual(s) or group(s) meeting the requirements are specified in this document.

2. Church Usage

The Church Building Use Policies are applicable to all users of church facilities based upon the category of usage. The six general categories, in descending priorities, are: -

- ❑ church ministries (for church functions)
- ❑ small groups and fellowships (for church functions)
- ❑ MCBC members / MCBC regular attendees (for church functions)
- ❑ MCBC members / MCBC regular attendees (for non-MCBC functions)
- ❑ non-MCBC members /outside organizations (with fees)
- ❑ non-MCBC members /outside organizations (without fees)

3. Definitions

3.1 “Church Facilities” means any part of the church property of Markham Chinese Baptist Church located at 9580 Woodbine Avenue, Markham, Ontario, i.e. the sanctuary, the chapel, all rooms within the buildings, all furniture and equipment belonging to the church, the church grounds and parking area.

- 3.2 “Church Functions” means activities directly related to the *ministries of MCBC*, to be held by church ministry groups / small groups or fellowships / MCBC members / MCBC regular attendees – the use for these functions is usually on a free basis.
- 3.3 “Non-MCBC Functions” means other activities *not directly related to ministries of MCBC*, such as wedding, memorial service, anniversary, recital, reception, educational purposes, etc, that are held by individuals or a group of people, who are either MCBC members / MCBC church attendees or non-MCBC congregation members / organizations outside of the Church - the users for these functions are normally required to make payment to the Church for the use of church facilities..
- 3.4 “MCBC Regular Attendees” refers to those who have been regularly attending MCBC Sunday Services and activities, though they have not yet been granted church membership. The final acceptance of the status of MCBC regular attendees will be at the discretion of the Administration Board without explanation..

4. Requirements for Use of Building

- 4.1 Under all circumstances, the church premises must *not* be used for commercial / political / non-Christian religious purposes. All individuals or groups using the building facilities must agree with and adhere to the doctrinal belief and statement of faith of the Church and the activities must not be against such belief and faith..
- 4.2 Use of church premises (except gymnasium) must be within 9:30 am to 10:30 pm unless an exception is granted by Administration Board. The gymnasium is open for use in the following time periods:-
- ❑ Monday to Friday: 3:00 pm to 9:30 pm
 - ❑ Saturday: 10:00 am – 7:00 pm
 - ❑ Sunday: 2:00 pm to 6:00 pm
 - ❑ Any time outside the above schedule (e.g. School Holiday and Public Holidays) has to be arranged with the church office.
- 4.3 For *church and non-MCBC functions*, the Church may require the designated person(s) to be available at the church to assure adherence to the terms of the building use agreement for the entire period of usage, e.g.
- ❑ audio/video control
 - ❑ lighting control
 - ❑ custodian services (e.g. opening and locking doors, handover release form), etc.

4.4 It is the policy of the Church to support outreach programs. Upon approval of the Church, the use of church facilities by outside organizations for activities directly related to the church outreach ministry may be charged *at a reduced cost or without fee*. Currently, the following programs are being run in the Church:-

- Scouts, Line Dance, Physical Exercise, etc.
- ESL, English Pronunciation and Canadian Citizenship classes.
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4.5 It is the policy of the Church to support groups or organizations whose primary purpose is to serve people in need and/or spread gospel. Upon approval of the Church, the use of church facilities by the following groups of outside organizations will be charged *with rental fee*. They are: -

- Christian churches and organizations
- Christian individuals (e.g. for wedding, memorial service, educational purposes, etc.)
- community / charitable / non-profit organizations.
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5. Building Use and Priority

5.1. Priority for use of church building will be:

- ❑ *First* priority: MCBC ministries / small groups or fellowships
- ❑ *Second* priority: MCBC members / MCBC regular attendees (for church functions)
- ❑ *Third* priority: MCBC members / MCBC regular attendees (for non-MCBC functions)
- ❑ *Last* priority: non-MCBC congregation members / outside organizations

5.2. Use of the facilities is scheduled on a first-come, first-served basis. In case of scheduling conflict, the priority of use will be in accordance with Section 5.1.

5.3. Scheduled events will usually take priority over non-scheduled events. However, use of the facilities for church emergency purposes should take precedence over all other uses of the facilities regardless of any prior payments or reservations.

5.4. In all events, requests for long-term or regular usage of church facilities by outside organizations will *not* be considered unless approval has been sought from the Church.

6. Use of Venues

Types of Applications	Types of Venues					
	Sanctuary	Chapel	Gym	Rooms	Nursery	Kitchen
Church ministries	Y	Y	Y	Y	Y	Y
Small groups and fellowships	Y *	Y *	Y	Y	Y	Y
MCBC members / MCBC regular attendees (for church functions)	N	N	Y	Y	Y	Y
MCBC members / MCBC regular attendees (for non-MCBC functions)	Y	Y	Y	Y	Y	Y
Non-MCBC congregation members / outside organizations	Y	Y	Y	Y	Y	Y

* subject to Administration Board's approval

7. Rental Fee Schedule

The fees of the church facilities are determined by Administration Board and are subject to change as needed.

8. Use of Equipment

8.1. Request for the use of equipment is subject to the approval of the church office. Under normal circumstances, the Church will not entertain any last minute request for items that were not made at the time of application.

8.2. All equipment for projection, audio/video system including the sound room must be supervised by technicians of MCBC.

9. Weddings

Please refer to the Wedding Policy (Terms and Conditions for Rental of MCBC premises for Wedding Ceremonies).

10. Rights of the Church

MCBC reserves the right to execute as follows:-

- to deny the application for the use of church facilities by any individual or group without stating the reasons;

- to cancel any approved application due to unexpected church needs at any time without liability;
- not to consider any application received for a shorter time frame;
- to terminate the rental agreement immediately without liability nor payment if the applicant fails to comply with the rules and regulations of the Church;
- to cancel the rental agreement and make a refund without interest in case of cancellation by the church due to bad weather conditions (e.g. snow storms); and
- to make alterations to the building use policies, procedures, rules and regulations at any time without prior notice.

Section II – Application Procedure

1. Request for Use of Facilities

All groups, including church groups, wishing to use the building facilities should request permission and make arrangements through the Church Office.

The Church Office or any designated person of the Administration Board is responsible for maintaining the booking schedule of church facilities and coordinating the requests for the use of equipment and services such as piano, audio / video technician, custodian, etc. For church functions, he/she has full authority to permit or deny use of the church facilities according to the Policies / Rules and Regulations of Church Building Use. Under normal circumstances, the Church Office will use discretion to process applications unless in a very special situation where he/she may consult with the Administration Board on non-routine questions or the questions of interpretation of the policies / rules or fees arising from requests.

1.1. Church Functions

1.1.1. Church ministries / small groups or fellowships / MCBC members / MCBC regular attendees wishing to use church facilities must make reservation with the church office *at least two weeks in advance for regular programs or at least one week in advance in writing via email or fax or in person for non-regular programs*. Applicants are urged to carefully read the Rules and Regulations of Building Use at the time of booking in order for them to adhere to the rules.

1.1.2. The applicant must provide the church office with the following information at the time of booking:-

- the name of the designated person responsible for the event
- the name of the group / fellowship using the facilities
- the specific or alternative room(s) required
- the specific need for the event, such as equipment
- the nature and function of the event
- the date and the time or alternative date/time of the intended use
- the phone number (day and night) or email address of the designated person

1.1.3. For *gymnasium* bookings.

- All bookings can be made *maximum two weeks* in advance.

- ❑ Small groups / fellowships take priority over individual application with one week notice.
- ❑ No booking is to be made to a group of less than ten people.
- ❑ There is a restriction on the maximum number of hours for using the gymnasium.
 - Ministries --- no limit, as long as the activities require.
 - Fellowships --- 3 hours limit. Longer hours have to be approved by the church office.
 - Small groups / individual groups --- 2 hours limit.

1.1.4. For booking the sanctuary, the chapel and the gymnasium, applicants must sign an agreement to indicate their acceptance of the Rules and Regulation of Building Use.

1.2. Non-MCBC Functions

1.2.1. MCBC or non-MCBC groups / individuals wishing to use church facilities must complete a *duly signed written* application which is available at the church office or can be downloaded from the website www.mcbc.com. Rules and Regulations of Building Use should accompany with the applications. Telephone enquiry on the availability of venues cannot be taken as an application. Application form can be submitted in person, or faxed / emailed to the church office at least **three months** for approval prior to the function date.

1.2.2. For non-MCBC function, a proof of insurance must be produced in two weeks after the date of approval and a damage deposit of \$500 is required.

2. Approval

2.1. The Church Office is responsible for granting approval to the applications in respect of *church functions* in consultation with the chair of the Administration Board.

2.2. For *non-church* functions, applications must first be screened by the Church Office to ensure that they are complete and consistent with the eligibility criteria of the Building Use Policy and the booking schedule. Applications that meet the screening criteria will be forwarded to the Administration Board for consideration.

Type of Applications	To be approved by	
	Administration Board	Church Office
Church ministries	N	Y
Small Groups / Fellowships	N	Y
MCBC members / MCBC regular attendees (for church functions)	N	Y
MCBC members / MCBC regular attendees (for non-MCBC functions)	Y	N
Non-MCBC congregation members / outside organizations	Y	N

3. Rental Payment

3.1. Within two weeks of the receipt of the Notification of Approval, the applicant should return a signed original with a cheque of the full rental fee together with a damage deposit of \$500, payable to Markham Chinese Baptist Church (MCBC), to confirm the booking. MCBC will accept bookings on the first come first served basis on the rental payments. Post-dated cheques will not be accepted.

4. Cancellation

4.1. Church Functions:

4.1.1. Church ministries / small groups or fellowships / MCBC members / MCBC regular attendees must *immediately* notify the Church Office of cancellation prior to the date of use, so that the Church Office will have sufficient time to re-allocate the booking to the other members who are on the waiting list or to readjust HVAC.

4.1.2. If the notification of cancellation is received within 24 hours of the event, the Church Office may take appropriate action by sending the applicant a warning letter with a copy to his/her Division Pastor unless with a reasonable justification.

4.2. Non-MCBC Functions:

4.2.1. If cancellation is made by the applicant two months before function date. MCBC will make full refund subject to a deduction of an administration fee of \$100. If the cancellation request is made less than two months prior to the function date. MCBC will refund 50% of the total payment without a deduction of the administration fee. If the cancellation request is less than two weeks prior to the function date, no refund will be made.

4.2.2. If cancellation is made by the applicant on the day of function due to inclement weather, or is made by the church due to special circumstances deemed necessary by MCBC, the full amount of the paid fee will be refunded to the applicant without interest or compensation. Alternatively, the payment may be applied to another booking on a mutually agreed date.

5. Refund

5.1. If no damage, loss or destruction of property was sustained during the use of facilities, the deposit will be returned within one month after the event.

5.2. In the event of damage to the facilities, any charges will be deducted from the deposit and any unused balance will be refunded.

6. Special Conditions

6.1. Subject to the availability, additional space or change to a larger venue may be granted upon request after the confirmation of the booking or on the date of the function, upon payment of commensurate additional cost. However, changes to a smaller venue will not be discounted.

6.2. Use of non-authorized areas will result in an additional charge to the renter. All areas rented and services provided will be used only for the time specified in the application. Use beyond the specified time will result in an additional charge to the renter. Compensation will be paid on a pro-rata basis.

6.3. Applicant should liaise with the MCBC three weeks in advance to ensure the proper working condition of the facilities and equipments. With a repair request of less than 2 weeks, MCBC will not guarantee the completion of repairs or replacements for the function date.

Section III – Rules and Regulations of Building Use

1. General

- 1.1. The program or any publicity materials must be previewed and endorsed in advance (minimum one week's notice) by the Church Office before distribution.
- 1.2. A blue print of the sanctuary/chapel/church decoration details must be submitted in advance (minimum one week's notice) for approval. All fixtures including decoration, furniture, or equipment must not be removed without prior approval.
- 1.3. All activities must be restricted to the designated time and the room(s) assigned. The premises must be vacated by the time indicated.
- 1.4. The maximum number of attendees for the event should not be greater than the anticipated number as indicated on the application form. The usage of the rented area and the ancillary amenities should conform to the purpose of the application and the guidance of the Church policy.
- 1.5. Access to church office and library is not permitted.
- 1.6. Smoking, alcoholic beverages, profanity, violence and excessive noise are strictly prohibited anywhere in the church building.
- 1.7. Food, drinks and gums are not allowed in the sanctuary and the chapel.
- 1.8. Drinks, light refreshments are allowed only in the rooms where a "no eating / drinking" sign is not placed.
- 1.9. Thermostats are not to be adjusted in any way.
- 1.10. No roller-skating, roller-blading or skateboarding is allowed inside the facilities.
- 1.11. No pets (except guide dogs) will be allowed in the Church.
- 1.12. Church materials or supplies are not allowed for use unless advance arrangements are made.
- 1.13. Users should take full responsibility for the conduct of all persons present at the event.
- 1.14. The usage of the rented area and the ancillary amenities should conform to the purpose of the application and the guidance of the Church policy.

2. Housekeeping

- 2.1. All areas must be kept clean and tidy. The user is responsible for the clean up of the facility to the original condition, and returning any removed articles or furniture to the original place. Users must leave the facilities in a tidy, clean condition after use.
- 2.2. All program materials brought by the user will be removed from the space when the event is over.
- 2.3. No signs / posters / bulletins / pictures / banners should be hung in the building property unless permission to do so has been given by the Church at the time space was rented.

- 2.4. No outdoor signs or objects should be placed upon the church property without prior approval of the church office.
- 2.5. There must be *no* cooking in the kitchen except boiling water and using microwave to heat food. When the kitchen is used, users are expected to keep it clean. This includes cleaning, putting away all utensils and removing food items from the refrigerator before leaving.

3. Use of Equipment and Facilities

- 3.1. Access to equipment such as microphones, amplification equipment, projector, television, VCR, etc. must not be permitted unless approval has been obtained at the time of application. Any last minute request for items that are not made at the time of application will not be entertained.
- 3.2. The main audio/video system must be operated by authorized MCBC technicians only.
- 3.3. The small sound system may be operated only after an orientation about the operating procedures.
- 3.4. The use of musical instruments and/or the moving of instruments require the permission of the Church.
- 3.5. Arrangement will not be made for the set-up of chairs and tables.

4. Music

If music is to be played at the event, only Christian music is allowed unless approved by the Church. In no case will any music be allowed that contains inappropriate lyrics.

5. Usage of Gymnasium (for sports/recreational activities)

- 5.1. The youth group *under* the age of 18 is not allowed to use the gymnasium unless accompanied by adult(s) with the responsibility of supervising the activities.
- 5.2. The maximum ratio of non-MCBC youth to MCBC youth of 2:1 should not be exceeded for all recreational activities carried out by the Church.
- 5.3. Groups or individuals are responsible for bringing their own sports equipment.
- 5.4. Athletic shoes are required on the gymnasium floor for recreational activities.
- 5.5. Soccer, tennis and hockey playing activities are not allowed.
- 5.6. Reasonable and appropriate behaviour is expected. Disagreements, disputes and arguments not settled in a timely manner will result in all parties being asked to leave the floor. Disputes must be settled politely without violence or intimidation. Repeat violators will result in loss of privilege for using the facilities until they have met with the pastoral staff of the Church.

5.7. Access to the stage of the gymnasium is not allowed without the permission of the Church.

6. Children

6.1. All children should not be left unattended and must be supervised by adult(s) at all times in any part of the building. For the children's safety, children are not allowed to run through the building.

7. Parking

7.1. Parking spaces in the church garage are available on a first-come, first-served basis.

These spaces are not reserved unless permission is granted. Additionally, parking is available on streets outside the building property. However, persons are forbidden from parking adjacent to the entrance of the Church.

7.2. Illegal parking on streets is subject to ticketing, towing, damage or forcible removal at the owner's risk and expenses.

7.3. Under any circumstances, users have the obligation to obey the Church's traffic policy as stipulated in the "Traffic Flow and Control at MCBC".

8. Wedding

Please refer to the Wedding Policy.

9. Violations

The Church may terminate the rental agreement immediately without liability nor payment if the applicant (renter) or designated person fails to comply with the rules and regulations of the Church.

10. Injury / Damage / Loss

10.1. Church Functions

10.1.1. The Church assumes no responsibility for lost, stolen or destroyed items, nor will the Church be liable for any user's injury or property damage at all times in any part of the building.

10.1.2. Users should be held fully responsible for any injury, damage or loss of the church property caused by intentional or negligent conduct on the part of any persons using the church facilities.

10.2. Non-Church Functions

- 10.2.1. The renter is responsible for the full repair or replacement of property damaged, which is caused by the applicant or designed person or the event participants.
- 10.2.2. The renter is responsible for indemnifying the church for the cost of replacement or repair in a maximum amount of \$1,000 against any loss, liability or claim resulting from use of facility by those engaged in the activity of the renter.
- 10.2.3. At the end of the rental period, the applicant or designated person must contact the MCBC custodian or office staff for the issuance of a Handover Release Form, with the declaration of any property damages which are to be compensated to the Church by the applicant (renter) or designated person.

Section IV – Rental Fee Schedule

The fee schedule is only applicable to **non-church functions** and may be adjusted at the discretion of the Church Council.

For functions sponsored by MCBC and involving affiliated or non-affiliated Christian organizations, rental will be free, e.g. Scouts under Outreach Ministry. However, the relevant ministry chair should send the application form to the Administration Board Chair for approval.

For wedding, the rental rate includes a 3-hour decoration and/or rehearsal a 3-hour wedding ceremony and a change room for the bride.

Rental Fee Schedule for General Functions#

Venue	Seating Capacity	Rental (per 3-hour period) +		
		MCBC Members/Christian Organisations affiliated to MCBC	Non-Affiliated Christian Organisations Regular Attendee	Non-MCBC Members
Sanctuary	650 persons	\$450	\$600	\$750
Chapel	120 persons	\$210	\$280	\$350
Gymnasium	360 persons	\$270	\$360	\$450
Kitchen ++		\$60	\$80	\$100
Old/ New Basement Halls, Basement Café Sunday School Hall, Children Worship Hall		\$60	\$80	\$100
Single room Including Fellowship Hall		\$21	\$28	\$35

Personnel Services and Equipment Fees

Church Personnel & Equipment	Fees (per 3-hour period)
Pianist / Organist *	\$120
Audio/Video Technician *	\$100
Cleaning Services for Sanctuary / Chapel / Gymnasium (including washrooms & kitchen)	\$100
Custodian ** (on a case by case basis)	\$45 Plus \$10 for travelling time
Damage deposit***	\$500
Audio / Video Equipment for Sanctuary ##	\$180
Audio / Video Equipment for Chapel ##	\$130
Audio / Video Equipment for Gymnasium ##	\$100
Portable LCD Projector	\$40
Overhead Projector	\$15
TV & VCR/DVD player	\$15
Cassette recorder / CD player	\$15
Hand Wireless / Wire Mic	\$15
Grand Piano / Upright Piano / Organ	tuning fee of \$80 for each event (optional/on request)

Excluding Wedding Ceremony.

+ Piano/organ rental is included in the venue rental. The organ must be operated by a well-qualified organist, subject to the approval of the Church.

++ There must be no cooking in the kitchen except boiling water and using microwave to heat food.

* All fees are payable to the organist / pianist / audio/video technicians through the Church Office.

** Arrangement will be made through the Church Office.

*** Proof of insurance coverage to be submitted two weeks before the function (unless the Administration Board will adopt it as a Church ministry activity)

Including hand wireless mic, wire mic, LCD projector, CD player, cassette recorder, TV & VCR player, DVD player.

Note: Use beyond the time specified in the application form will result in an additional charge to the renter and the rate will be 50% of the original rate for the extended period. **Compensation will be paid on half an hour basis.**

Rental Fee Schedule for Wedding Ceremonies

For wedding, the rental rate includes a 3-hour decoration and/or rehearsal, a 3-hour wedding ceremony and a change room for the bride.

Venue	Seating Capacity	Rental +	
		MCBC Members Recommended Free will donation	Non-MCBC Members
Sanctuary	650 persons	\$595	\$895
Chapel	120 persons	\$355	\$495
Gymnasium	360 persons	\$370	\$550
Kitchen ++		\$60	\$100

Personnel Services & Equipment Fees	Fees (per 3-hour period)
Pianist / Organist *	\$120
Audio/Video Technician *	\$120
Custodian to be paid by the Church on case by case basis *	\$45 plus \$10 for travelling
Special Service Team * Eg. Off office hour custodian service, detachment of partition, traffic control over 350 attendees.	\$150/4 Hours
Audio / Video Equipment for Sanctuary #	\$130
Audio / Video Equipment for Chapel #	\$80
Audio / Video Equipment for Gymnasium #	\$80

- + Regular custodial, cleaning services and piano/organ are included in the venue rental. The organ must be operated by a well-qualified organist, subject to the approval of the Church.
- ++ There must be no cooking in the kitchen except boiling water and using microwave to heat food.
- * All fees are payable to the organist / pianist / audio/video technicians/ special service team through the Church Office.
- # including hand wireless mic, wire mic, LCD projector, CD player, cassette recorder, TV & VCR player, DVD player where applicable..

Note: Use beyond the time specified in the application form will result in an additional charge to the renter and the rate will be 50% of the original rate for the extended period.

Compensation will be paid on half an hour basis.

Updated June 2008