



## SARNIA EVANGELICAL MISSIONARY CHURCH

"To partner with God in developing genuine, fully devoted followers of Jesus Christ."

### USE OF FACILITIES – Guidelines & Rules of Conduct

#### Preface:

The SEMC Facility is open for use to all who attend Sarnia Evangelical Missionary Church regularly, whether official members or not; provided that the use respects and upholds the Christian traditions and values that the church represents. Use of the facilities by other, "outside organizations and individuals" must remain consistent with these Christian traditions and values.

#### Types of Groups

- Choirs, concerts, etc. where Christ may be edified.
- Funerals, weddings or other groups of a private nature such as anniversaries and birthdays.
- All weddings at SEMC will involve a member of the Pastoral Staff and be in accordance with the SEMC Marriage Policy.
- Gathering designed to advance the local community

#### Booking the Facilities

Booking of facilities (the completion of the *Request for Use of Facilities Form*) may be made up to one year in advance. All bookings shall be made through the Church Office to ensure availability of the premises on the specified dates.

- Bookings must be made by the executive of the organization.
- One time bookings may be made through the church office, subject to availability.

#### Restrictions

1. There shall be no alcohol, tobacco, cannabis or other like substances permitted in the building. (For our full cannabis policy, please see Appendix A at the end of this document.)
2. The premises shall not be used by individuals or groups in forms of protest or other similar acts where the Laws of the Land may be violated.
3. No persons shall use the sound system other than those authorized by the head of sound technicians for SEMC.
4. Sarnia Evangelical Missionary Church reserves the right to book or not to book its facilities, at its own discretion and faith principles.
5. SEMC reserves the right to cancel a booking should the need arise for church ministry, i.e. funerals, weddings, prayers meetings, showers, etc., exercise priority.

#### Fees

- All applicable fees shall be paid at the time of booking.
- Janitorial fees are included in the following administration fees.
- Fees for use of:

	<u>Administrative Fee</u>
- the sanctuary auditorium – all day	\$250.00
- the sanctuary auditorium – 6 to 10 PM	\$150.00
- the gymnasium	\$75.00
- a meeting room	\$60.00

*We recommend an honorarium of \$30.00 per hour for the sound technician.*

## Guidelines for Outside Groups Using the SEMC Facilities

We are happy that your group wishes to use our facilities for your program/ministry. In order to help us keep the church facilities in good condition for everyone's benefit, please observe the following guidelines. We would ask that you consider the use of the church facilities, "a privilege" and that as such, you will honour the trust that is being given to you, to uphold the fact that these facilities are a place of worship.

1. All applicable fees shall be paid at the time of booking.
2. All groups will be required to show proof of liability insurance coverage and/or where none is available, to sign a waiver of liability.
3. Use only those rooms that you have reserved. Please pick up and deposit any waste materials in the containers provided.
4. If using the nursery, it should be supervised at all times by two (2) or more responsible adults from your group.
5. Any wet spills shall be wiped up as quickly as possible. Please notify custodial staff in order that the spill may be cleaned to prevent staining of carpets.
6. Leave the room(s) as found. i.e. number and placement of tables and chairs.
7. When you leave, be sure all lights are turned off and doors locked
8. When janitorial staff is required to clean up after a Saturday function, the premises shall be vacated no later than 10:00 p.m.
9. Food is to be eaten in designated areas only and garbage to be placed in the garbage containers provided.
10. No throwing of confetti inside or near the doorways of the church building.
11. The use of the sound room is by Sarnia Evangelical Missionary Church's sound technicians. *We recommend an honorarium of \$30.00 per hour.*
12. If the church is to be opened and closed after office hours, please make arrangements with the church office.

### Appendix A (Cannabis Policy)

- You are not permitted to possess, smoke, vape or consume recreational cannabis in or on the private property of the SEMC.
- You are not permitted to consume recreational cannabis in areas further prohibited by the Smoke-Free Ontario Act or any other applicable law.
- You are not permitted to grow cannabis on SEMC property.
- Edibles containing cannabis are not allowed to be produced, sold or consumed in or on the property of the SEMC.