

Hope Lutheran Church Nanaimo Policies

Our Mission: To live Christ's teachings and share them with others,
o nurture and strengthen spiritual growth to embody Christ in the world.

F – 003 Church Building Usage Policy

Draft: Jan Nilsson May 5, 2003

Revised: November 23, 2018

Accepted: January 16, 2021

1. INTRODUCTION

This document explains Hope Lutheran Policy on Church Facility usage.

2. PRINCIPLES

The purpose of Hope Lutheran's facilities is to house and encourage ministry. Our understanding of ministry is articulated in the congregational Mission Statement:

3. APPLICATIONS AND PRACTICES

The congregation of Hope Lutheran welcomes the use of its facilities by its members and others, such as nonprofit, charitable organizations and community groups. When making plans to use the facilities please decide through the church office well in advance of the proposed date by completing the enclosed application form. The council or a designated person approves all requests.

Note: The maximum occupant load of the sanctuary and building is posted. Actual numbers seated may be dependent on seating arrangement.

3.1. Recommended donations:

Members of the congregation may use the church facilities without cost however donations are appreciated. Non-members and other community organizations, please make the suggested donations to Hope Lutheran Church, at the time arrangements are made. Recognized charities, offering service free of charge, are encouraged to donate according to their means. Recommended donations can be negotiated for long-term users. These will be reviewed every three years to reflect the costs of building services.

1. \$100.00 for sanctuary for whole day, \$50.00 for 4 hrs. or less. \$25.00 extra if kitchen, sound-system, or church instruments required (qualified users only).
2. \$25.00 for boardroom.
3. \$100.00 for weddings, \$150 if janitorial services required.
4. \$100.00 damage deposit due at time of booking for one-time users.

Hope Lutheran Church Nanaimo Policies

Our Mission: To live Christ's teachings and share them with others,
o nurture and strengthen spiritual growth to embody Christ in the world.

3.2. Invoicing system

To track the use of our building an invoicing and receipt system is in place. Our one-time users will be given an invoice after we receive the completed building use application while our regular users will be given an invoice at the end of each month. A receipt for the previous donations will be given at that time too.

3.3. Church Equipment

- a. Kitchen equipment - not to be used outside church without the consent of the pastor or council chair.
- b. Use of sound system requires demonstration of competence.

3.4. User Groups Liability Insurance

User groups must purchase their own Liability Insurance and must include the following:

1. Listing Hope Lutheran Church as the certificate holder
2. Adding Hope Lutheran Church as the additional Insured
3. Showing a minimum of \$2,000,000 Commercial General Liability