

## CHURCH USE POLICY

Breslau Mennonite Church (BMC), a not-for-profit corporation, strives to be a welcoming community of faith and provides a safe and accessible space for friends, families, visitors, neighbours in the community, BMC members and adherents.

We are grateful stewards of our facility and extend its use for activities which are purposefully any or all of the following:

- reverent
- compassionate
- hospitable
- charitable
- community and relationship building
- health promoting: mentally, physically, and spiritually

We want our facilities to be used as much as possible, but ministry and programmes of BMC take precedence in building use, then functions planned by members of the church, and thirdly bookings by outside groups.

BMC will rent the facilities to individuals and groups whose purpose and facility use is appropriate to this church use policy. The BMC Administrative Assistant may exercise their discretion with specific requests or may elect to defer to Church Council (e.g., recurring rentals that may impact BMC's regular use of the facility or represent a larger commitment). Routine requests may be handled by the Administrative Assistant in the BMC office, in consultation with the Pastor. Recurring rentals that extend for more than one year should be reviewed annually by Administrative Assistant and, by Church Council, if deferred to Church Council by Administrative Assistant.

Use of the facilities is on a first-come, first-served basis. Ministries and functions of the congregation and Mennonite organizations receive first priority. A congregational emergency gathering takes priority over all other events. For BMC members and adherents use of facilities, it is considered that there is informed consent for impromptu events. If members and adherents wish to access the church space, they are to make contact by phone or email with the BMC office. Members and adherents wishing to access church space for church-related events in keeping with the church use policy, should contact the BMC office. If BMC equipment is to be used for any rental, BMC members who know how to use the equipment need to operate the equipment.

The facility can generally be available for booking as follows: Monday to Friday between 8:00 am and 11:00 pm, Saturday, 8:00 am to 10 pm, and Sundays, 1:00 pm to 11:00 pm. The BMC custodian or others need time to clean up after an event and ensure the facility is ready for worship on Sunday or for another event the following day. Administrative Assistant, in considering this need, may specify hours of use by the renter that are different than the general availability. The facility can be booked up to six months in advance. All facility renters, including one-time renters, must sign a rental agreement form, through the BMC office.

BMC's insurance company requires a Liability Certificate for any group or individual renting our facilities. The liability limit would be for a minimum of \$2,000,000 (two million dollars). Fees that insurance providers may charge for providing a Liability Certificate to a group or individual are out of BMC's control.

All users of BMC facilities will respect and adhere to the following terms:

- Children must be supervised, and their safety considered foremost in all activities and uses of the facility.
- Users of the facility must follow BMC's Safe Place Guidelines.
- Service animals are welcome inside the facility, other animals are not permitted inside the facility.
- No alcoholic beverages.
- No confetti or similar product.
- No outside play equipment may be brought in, unless specified in the liability insurance policy.
- No smoking or vaping allowed in any part of the building - smoking must be done outside. This includes smoking of tobacco or cannabis products. An exception to this rule may be made (e.g., use of tobacco in a smudging ceremony by an Indigenous group).
- No meals to be served in the library. Coffee & "finger foods" only.
- No candles or open flames.
- If the large fellowship hall (gym) is being used for sports activities, all participants must wear non-marking rubber-soled (running) shoes or be in bare feet to prevent damage to the floor and to prevent injuries.
- Decorations or other materials should not be attached to walls without permission.

The renter uses premises at their own risk. Breslau Mennonite Church is not responsible for damage or loss of personal possessions, including vehicles in the parking lot.

Renters are responsible for damages caused by the renter or renter's guests

The member/adherent renting the facilities is the person responsible and must report any damage or breakage to the BMC office. Please read the "Keyholder Responsibilities for BMC Member Use" sheet to ensure facilities are properly maintained.

## **Rental Terms & Conditions**

Renter MUST BE 21 years of age or older

The Renter acknowledges the capacity of the facility to be the number approved by fire code regulations and at no time will exceed that number.

The renter agrees to follow BMC's Safe Place Guidelines.

[www.breslaumc.ca/about-us/safe-place-guidelines](http://www.breslaumc.ca/about-us/safe-place-guidelines)

The Renter shall provide a Certificate of Insurance with a \$2,000,000.00 liability.

The Renter shall be prohibited from possessing, consuming and/or serving alcohol during the event on church property.

The Renter shall adhere to the provincial cigarette smoking guidelines. No smoking in the building.

The Renter shall be solely responsible for personal injury and/or damage and/or for the loss and/or theft of clothing and/or equipment of anyone attending the Event and this responsibility applies to the parking lot area and access to the facility. The Renter agrees to indemnify and save harmless the Corporation and its Directors from any action or claims being brought against it as a result of the use of the facility. The Renter acknowledges that the Corporation's insurance does not cover a Renter against injury, death, loss and/or damage and/or negligence.

The Renter agrees to be solely responsible for the cost of any damage to the facility, premises or contents and further agrees to pay the Corporation for any loss or damage within fourteen (14) days of receiving a demand payment from the Corporation.

The Renter agrees to be solely responsible for the conduct and supervision of all persons admitted to the facility and the Renter agrees to enforce all of the regulations related to the facility use. Specifically, the Renter shall preserve order at all times so as not to be a nuisance to the neighbours. The facility, including the parking lot area, must be vacated no later than 11:00pm

The Renter agrees:

- Not to use sports equipment unless requested in the rental agreement and included in insurance policy.
- Not to bring in outside play equipment unless included in the insurance policy.
- To wear non-marking rubber soled shoes in the gym to prevent injury and damage to the floor.
- Not to use confetti or similar product.
- Not to use the elevator without prior authorization.
- To follow posted recommendations for kitchen appliances.
- To remove or dispose of food, garbage and recycling that the renters bring to the function.
- To pay a \$50 NSF fee for any returned cheques.

## **Rental fee schedule**

<b>Room</b>	<b>Capacity (approx.)</b>	<b>Price</b>
Sanctuary	250-300	\$200.00
Fellowship hall	150 max.	\$250.00 or \$40.00/hr
Kitchen (cooking/serving)		\$100.00
Kitchen (serving only)		\$50.00
Room 100 Fellowship hall	60-75	\$75.00
Kitchen in room 100		\$25.00
Library	35-40	\$60.00
Foyer	50-60	\$60.00
Tables & chairs (set-up optional)		\$25.00 (more for large setups)
Tables & chairs (take down optional)		\$25.00 (more for large setups)
Tablecloths		\$5.00 ea.
Custodial fee (charged for all rentals)		\$35.00
Kitchen supervisor		\$25.00/hr. (min. \$50.00)
Keyholder & PA person fee		\$25.00/hr. (min. \$50.00)

The keyholder fee will be charged for the entire time our facilities are being used (e.g., decorating, set-up, rehearsal, meeting, etc.). An assigned keyholder must be present during this time.

The rental rate where charitable status is shown will be reduced by 50%.

NOTE: Our insurance company requires a Liability Certificate for any group or individual renting our facilities. The liability limit must be for a minimum of \$2,000,000.

**Breslau Mennonite Church**  
226 Woolwich Street  
Breslau, Ontario N0B 1M0  
phone 519-648-2501  
e-mail: [office@breslaumc.ca](mailto:office@breslaumc.ca)  
website: [www.breslaumc.ca](http://www.breslaumc.ca)

**Name/Organization:**

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**Email address:**

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**Mailing address:**

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**Telephone:**

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**Date of event:**

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**Hours of event:**

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**Room/s to be used:**

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**Room rental fee:**

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**Custodial fee:**

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**Key holder fee:**

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**Kitchen supervisor fee:**

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**Sound system fee:**

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**Other fee(s):**

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**Total rental fee:**

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The Renter agrees to comply with all the above terms by signing this Agreement.

Updated January 2025; approved by Council 8 January 2025.

Signature of Renter:

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Signature of BMC Administrative Assistant:

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Date:

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Rentals include 1 hour setup before the event and 1 hour cleanup following the event.

Rental fee can be paid by cheque made out to Breslau Mennonite Church and delivered or mailed to 226 Woolwich Street South Breslau, ON. N0B1M0, by cash or by E-transfer to [rentals@breslaumc.ca](mailto:rentals@breslaumc.ca).