

Osler Mennonite Church Utilization Guidelines

1. The facilities of the Osler Mennonite Church (OMC) are defined as all structures and developed land on the OMC property, with the exception of the cemetery (which has a separate policy).
2. The prime use of the facilities of OMC shall be for the ministries, programs and activities of OMC.
3. We recognize that meeting the spiritual and fellowship needs of the broader community is important and are willing to share the space available in our facility within the terms of the Use Policy Guidelines.
4. Activities of users of OMC shall be consistent with the purposes and beliefs of OMC and its statements of Faith and Doctrine, Constitution and Bylaws.
5. Trustees are responsible for the use of the church's facilities and their contents.
6. Members/adherents of OMC may use our facilities at a reduced rental fee for weddings or funerals. (Adherent for the purposes of this application is someone who considers OMC as his/her home church and attends on a regular basis.)
7. Requests for the use of the facilities and/or equipment are made through the Church office. For non-church activities, the Facility Use Application must be completed and returned to the office before any reservation is considered. The trustees will normally make the final decision relative to rental request but will seek direction from Church Council when there is doubt about what decision to take.
8. Please allow a month for your request to be processed. Reservations are guaranteed once they are confirmed by the church office, unless an unusual circumstance arises.
9. Priority of requests will be in the following order:
 - a. Official Church functions
 - b. Church approved functions
 - c. Category A, then B, then C.
 - a. Category A:
 - i. Activities of the Osler Mennonite Church, including committees, authorized groups and auxiliaries, church staff and affiliated organizations (MCC, MC Canada, MC Saskatchewan, etc)
 - ii. Church members and associate members who have regularly attended worship services and/or Sunday School during the past twelve months *for their own personal, non-profit use.*
 - iii. Personal functions with less than 50 people
 - b. Category B:
 - i. Non-Category A members and former members
 - ii. Regular attendees of the past year
 - iii. Community and not for profit organizations that have received approval (for each occasion) by the church office and trustee committee
 - iv. Category A activities with more 50 people present unless an exception is granted by Church Council.
 - v. **For Weddings – Bride or Groom must be a member or adherent who has regularly attended.**
 - vi. **Funerals – the deceased person must be a member or adherent who has regularly attended.**
 - c. Category C:
 - i. Those that are not in Category A or B
10. **The use of the Church facility for a wedding:** The pastor or congregational chairperson must be contacted before rental is permitted and a mutually acceptable date is found. All officiating ministers or marriage commissioners shall be in agreement with the Statement of Faith and Doctrine of OMC. The couple to be married must agree to participate in 4 to 5 premarital counseling sessions with the pastor or alternative pastor approved counseling. The pastor may decline to solemnize the wedding if he/she, for any reason, feels uncomfortable or ill suited to officiate at the wedding. A counseling fee of \$75.00 a session may be charged.
11. **The use of the church facility for a funeral:** The church pastor or congregational chairperson must be contact for all funerals before rental is approved and a mutually acceptable date is found
12. All other activities will be considered based on availability and at the standard fees noted in the Rental Agreement.
13. **The Trustees Committee reserves the right** to adjust the fees in the case of special circumstances.
14. To use the facilities submit a copy of the "Osler Mennonite Church Facility Use Application" (be sure to read the 'Fine Print'). If approved, pay the rental fee (if required) and the damage deposit (if required). Your damage deposit will be refunded if all conditions have been met.

The Fine Print

1. Events sponsored by Osler Mennonite Church (hereinafter "Church") have first priority for use of the Church facilities.
2. When not in use by the Church, facilities may be available for rental for Christian activities or activities that are not in conflict with OMC's values and principles. Activities that involve or encourage violence are not permitted.
3. **Members renting the Church facilities must be the primary user or host.**
4. Upon approval of the application by the Trustees the Applicant shall be notified by the Church Secretary of the relevant rental charges. Although the application form gives general guidelines for charges, these may still vary and are based on the nature of the activities, space requirements, use of utilities, usage of audio technician and/or custodian.
5. The booking of the church will be confirmed after the application is submitted, approved and the appropriate fees have been paid. These fees need to be paid before access to the church will be granted.
6. The OMC Safe Church guidelines must be followed (copies available upon request).
7. Smoking and alcoholic beverages are not permitted in or on Church premises. Beverages or food are not permitted in the Sanctuary.
8. Adhesive tape may not be used on walls; nor may wall hangers be affixed to the walls of the rental facilities without prior approval from the Trustees. Décor must not mar, damage or present a fire hazard. Confetti, rice or flower petals are not permitted; birdseed or bubbles may be used outside only. Open-flamed candles must be in stationary fixtures. All decorations must be completely removed by the rental party at the completion of the event. Decorations such as streamers, ornaments and flowers are to be properly disposed of at the end of events. Removal of Church equipment (ex: chairs, tables, overhead projectors, etc.) from Church premises is prohibited. Special permission must be obtained from the Trustee in order to move any Church equipment, (such as instruments and furniture). Audio equipment may only be operated by the sound technician of the Church or by special permission from Church Council.
9. **Wedding setup** should be done during or immediately after rehearsal, but no later than 10:00 pm. Saturday usage must be complete by 10:00 pm to allow the custodian adequate time to prepare the facilities for Sunday. Reservations must allow a 60 minutes buffer between the beginning or ending of a church function.
10. All parties using the facilities are expected to exercise care of the building and equipment:
 - a. Refrain from willful damage
 - b. Refrain from using pins, nails or tape on the walls
 - c. For sports activities in the multi-purpose room, use non scuffing footwear and refrain from using black rubber balls, softballs, hard balls, and/or wooden hockey sticks
11. Only the custodian or church authorized person may adjust the thermostats.
12. Parties must use a licensed caterer. **A copy of the license must be provided.**
13. Maximum capacities: Sanctuary – 230 Balcony – 70 Overflow -70
Multi-purpose room – 240 (for a meal)
14. **The signer of this application shall assume full responsibility for damages** or loss during the use of the Church facilities. A responsible individual representing the Applicant/organization shall be in the Church building 15 minutes before each event, and shall be responsible for ensuring that the event is confined to the facilities booked.
15. When warranted and in consultation with the Church Council, rental fees for adherents or certain organizations may be lowered so that they may use facilities at a reduced rate. Rental fees may be adjusted annually by Church Council.
16. Approved applications are not transferable and are subject to cancellation for cause by the Church.
17. Above all, please remember that the sanctuary is a place of worship.

I have read and understand this Rental Agreement.

Initialed by the Applicant: _____

Date: _____