

# Trinity Bible Church

## Building Use Policy

All requests to use the Trinity Bible Church (TBC) facilities must be made through the church office.

The following must be understood and agreed upon before permission to use the facilities will be granted:

### General

- Church buildings and property are not available for usage when this would conflict with a church scheduled event
- The use of drugs, alcohol, tobacco, abusive language or gambling is not allowed anywhere on the church grounds
- Use of the sound equipment is prohibited unless a member of the sound team is present. Sound equipment and operator are available for a fee.
- User is responsible for providing their own consumables (food, drinks, condiments, paper plates, Styrofoam cups, napkins, etc)
- TV, VCR and overhead projector are available for use if they are returned to their proper place. Computers and photocopier are off limits.
- Trinity Bible Church does have dishes that may be used upon special request at the time of the event booking. When the dishes are used they must be washed, dried and returned to their proper location.
- TBC will not be responsible for any accident, theft or loss while on or about the facility or property
- User agrees to pay the fee of \$\_\_\_\_\_ for each use of the church facilities (as per fee chart)
- User agrees to and has submitted a signed Indemnity Agreement with this form
- The user agrees to be held accountable for the following: clean up, damage and it's repair or replacement, and the return of all furniture to its regular position. This includes:
  - Leave the facilities in the same condition as they were found
  - Ensure all lights are off. This includes bathrooms, closets, etc.
  - If any toilets were not flushed after use during event, the user will ensure that they are all flushed before leaving
  - Close and lock all windows and doors
  - All trash incurred will be bagged and placed in the storage room in the back of the men's washroom
- If something was broken during event or user discovers something in need of attention/repair; please contact the church office as soon as possible, or leave a signed note.

**Overnight Event**

- If all other rooms will be filled then a request to use the offices will be considered. The offices are for use as sleeping areas only.
- If used, staff offices are to be clear and available for staff from 9-5 weekdays.
- Since many people use the building throughout the week, please neatly stow away sleeping gear during the day.
- Fireplace may be enjoyed however be sure it is turned off before bed, when leaving the building or when finished in the area.

**One Time Event**

TBC member/adherent

- For a non-TBC sponsored event, a key may be issued, upon payment of a \$25 deposit, to the person signing this agreement. The user agrees to return the key with an accompanying signature by the date of \_\_\_\_/\_\_\_\_/\_\_\_\_(MM/DD/YYYY). Failure to return the key by this date will result in an additional fee, charged daily.

Non-TBC member/adherent

- Arrangements will be made for a TBC member/adherent to open and close the church for the event.

**Repeating or Extended Events**

- Same as one time event.

Name of church user: \_\_\_\_\_

Organization name (if applicable): \_\_\_\_\_

Organization liability insurance policy number: \_\_\_\_\_

Signature of User: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of TBC Personal: \_\_\_\_\_

Date: \_\_\_\_\_

----- Contact Numbers -----

Trinity Bible Church..... 613-826-3908

Medical Clinic in Osgoode ..... 613-826-2505

Hospitals:

    Kemptonville ..... 613-567-3000 or 613-258-3435

    Winchester ..... 613-567-3000 or 613-774-2420

Ambulance, Fire, Police Emergencies ... 9-1-1

**POLICY REVISION**

- A. The building use policy shall be reviewed annually by the Church Board. All amendments or revisions shall be done by the Church Board without requiring subsequent approval from the members of TBC.
- B. Any subsequent amendments or revisions of this policy shall honour the original intent of the policy as ratified by the members of TBC.
- C. There shall be date and version control of all subsequent documents to provide an audit trail of changes and revisions. This shall be maintained by the Church Board Secretary and shall be available upon request.