

Facilities Use Agreement

Wolf Creek Community Church exists to reach out and enfold people for Jesus, together becoming devoted disciples of Him. The primary function of our facility is to serve as a gathering place for our church and its members to conduct regular church business and activities. An important aspect of our mission is to be part of our community and to love our neighbours; one way we do that is make our facilities available to groups and organizations for meetings or other events whenever possible.

Wolf Creek Community Church (WCCC) facilities, grounds and equipment are under the care and responsibility of the Administration Team (O&S Document – November 2006).

I. General Policies for All Functions:

All bookings shall be done through the Facilities Booking Coordinator (FBC). Note – if any uncertainties of the appropriateness of the function arises, the request shall be deferred to the Administration Team.

Regularly scheduled church meetings, programs and activities of Wolf Creek Community Church shall have priority in the use of its facilities. Other church functions will have second priority. The FBC will have the authority to cancel bookings in the event of a conflict. Notice will be provided as early as possible. WCCC reserves the right to schedule appropriate activities/meetings in other parts of the facility, so long as it will not interfere with the booking party's event.

II. Booking the Facility for Non-Church, 3rd Party and Community Functions:

1. Fee Structure:
 - \$250 for the use of sanctuary, main floor classrooms and kitchen area.
 - \$200 for the use of the sanctuary and kitchen area.
 - \$150 for the use of the sanctuary only.
 - \$100 for the use of the audio/visual equipment (see number 5 below)
 - \$50 for the use of a single classroom.
2. The FBC will have the Named Contact for the Booking Party/Individual complete the Facility Booking Form. The Named Contact shall ensure adherence to the terms and conditions set out by the Facility Checklist.
3. On conclusion of the event, the FBC shall complete the Facility Booking Form, provide a copy for the Named Contact and file the Facility Booking Form with the Administration Team.

III. Booking the Facility for Church Members

1. Fee Structure:
 - A donation to Wolf Creek Community Church is suggested.

Expectations and Responsibilities

1. CHURCH PROPERTY – Church property will not be loaned, borrowed, or removed from WCCC. Church property such as chairs, tables etc. may be used when using the facility and included in the request.
2. FACILITY CARE – The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. Your group shall be responsible for removal of all garbage, cleaning the areas/equipment used (including bathrooms) and leave the facility in the condition it was found. An additional charge of \$30/hour for any cleaning that was not completed by your group will be charged.
3. KITCHEN – Kitchen use must be specifically requested and authorized prior to the event. It must also be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the outside dumpster located behind the church. Church supplies are not to be used except by church sponsored activities.
4. PIANO/INSTRUMENT USE - Permission to use the piano or other church owned instruments must be granted by the Worship Team. The piano shall not be moved unless permission is given from the Worship Team.
5. AUDIO/VISUAL USE - The audio/visual equipment is available for use upon request. This equipment must be operated by a trained audio/visual technician from WCCC, **no exceptions**. Provided a trained technician is available for the event, an additional fee of \$100 will be charged for them to operate the equipment.
6. SMOKING/ALCOHOL USE – Consumption of alcohol shall be limited to the occasion of a toast(s) when food is being served. Requirements under the Alberta Gaming and Liquor Act shall be the responsibility of the named contact. Smoking is prohibited throughout the facility. Smoking on the grounds shall comply with the City of Lacombe By-Laws for distance from Entrance to Public Buildings (6 meters).
7. BUILDING USE – All groups agree to ensure the participants exit the building when required to do so. In the event the contact is given a door key and code, they will ensure the doors are locked and the alarm is set.
8. RESERVATION LOCATION - Only reserved rooms may be used the day of reservation. Final clean-up for events must be completed immediately following the conclusion of the event.
9. SUPERVISION OF CHILDREN AND YOUTH - WCCC seeks to provide a safe environment for children and youth. When the planned activities involve persons from the vulnerable sector, all users of the facility shall be made aware of the presence and the need for compliance to the Wolf Creek Safe Church Policy. If the Contact is not Safe Church Compliant, they must provide a copy of group liability insurance.

10. FOOD AND DRINK – Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning after each use -- both inside and outside, including collection of garbage outside of the facility.
11. DECORATIONS - Decorations may not be attached to the walls or doors with tape or anything that will damage the surface. All decorations must be removed immediately and completely following the event.
12. EMERGENCY SCHEDULING CONFLICTS – WCCC reserves the right to pre-empt any facility use agreement in cases of emergencies, such as funerals. Notice will be provided as early as possible.
13. STORAGE - Storage space is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
14. DAMAGE - All persons and/or groups using our facilities are expected to exercise reasonable care and judgment to prevent defacement, damage, or breakage. The person(s) signing the agreement for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which, in the judgment of the Administration Team, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
15. SECURITY - WCCC works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. WCCC is not responsible for theft or damage to personal property.

Wolf Creek Community Church Facility Booking Form

Name: _____

Contact Number: _____

Space Required: _____

Event Date(s)/Details: _____

Other Equipment Requested: _____ Keys: **Y N**

Rental Fee: _____ Proof of Insurance: **Y N NA**

The Booking Party/Individual named above shall be responsible for:

- Proper clean-up of all parts of the facility used by said party, including bathrooms.
- Removal of garbage to outdoor bin (located in the back).
- Lock up the facility and return the key (if applicable) to the FBC, unless other arrangements have been made.

Waiver and Release of Liability:

By use of its facilities, grounds and equipment the Booking Party/Individual shall indemnify and save Wolf Creek Community Church harmless from any and all claims or liabilities which may arise as a result of use of the facilities, equipment and grounds of Wolf Creek Community Church for the activity or event undertaken by the Booking Party/Individual.

Booking Party/Individual Name (Print): _____

Booking Party/Individual Signature: _____

Date: _____

FBC: Charissa Cappis Cell: 403-505-9796

FBC Signature: _____