

Use of Facilities Policy

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

I. General Policies for All Functions:

1. All bookings shall be done through the Facilities Booking Coordinator (FBC). Note – if uncertain of the appropriateness of the function, the request shall be deferred to the Administration Team.
2. A deposit of \$100 cash is required for use of WCCC. Deductions to this deposit may be made as follows:
 - \$20 for failure to return key
 - For damage to the facility incurred by the Booking Party
 - If additional charges have been incurred, deposit will not be returned until charges have been paid, or charges may be deducted from the deposit.
3. Additional Charges may include:
 - \$30 per hour charge for any time Facilities Booking Coordinator (FBC) is required at the facility outside of his/her office hours. Minimum charge is one hour.
 - \$30 per hour charge for additional cleaning of the facility
4. The sound or audio/visual equipment may only be operated by a Trained Sound Person from WCCC, no exceptions permitted. Provided a Trained Sound Person is available, a flat fee of \$50 will be charged for the Sound Person to operate the equipment. A list of Trained Sound Persons can be provided by the FBC.
5. No Equipment, tables, or chairs shall leave the facility at any time.
6. The FBC shall “Walk Through” and carry out a “Damage Inspection” with the Named Contact to familiarize them with the entrances, exits washrooms, kitchen, etc. Any damage(s) incurred or missing items shall be deferred in writing to the Administration Team.
7. Following the event the Booking Party or Individual shall be responsible for removal of all garbage to the outdoor bins, clean the “Areas Used” including bathrooms and leave the facility in the condition it was found.
8. In the circumstance that a church member event such as a funeral, wedding, etc. is required at the same time as a booked function, the FBC has the authority to cancel the booked function for use of the facility by the church member.
9. When the planned activities involve children the FBC shall communicate to the Named Contact the presence of, and need for compliance to the Wolf Creek Safe Church Policy
10. 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.
11. 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).

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

1. Fee Structure:
 - \$200 for the use of the Kitchen, Sanctuary, and main floor classrooms
 - \$150 for the use of the Sanctuary, and main floor classrooms
 - \$25 for the use of a single classroom (\$25 for each additional classroom).
2. The FBC will have the Individual or Named Contact for the Booking Party complete the Facilities Booking Checklist. The named contact shall ensure adherence to the terms and conditions set out in the Booking Facilities Checklist.
3. On conclusion of the event the FBC shall complete the Facilities Booking Checklist, provide a copy for the Named Contact and file the checklist with the Administration Team.

III. Booking the Facility for Church, Member or Not for Profit Functions:

1. Fee Structure:
 - A donation to WCCC shall be suggested

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