

Melfort United Church Facility Rental Policy

Located at 220 Burrows Avenue West, Melfort, Saskatchewan

Office phone: 306-752-2288

Office email: melfortuc@sasktel.net

Website: www.melfortunitedchurch.com

Melfort United Church (MUC) is a Christian church and a part of the United Church of Canada and was established in 1928. Melfort United Church strives to be inclusive and welcoming and as such opens its doors for rentals not only to congregation members, but also members of the larger community.

Rental Eligibility

- Any individual or group from within the congregation or any community group or agency is eligible to apply for use of church facilities. Groups are welcome whether they are non profit or profit making. For recordkeeping and key management purposes, all individuals who are not a part of the Melfort United Church congregation must find a member of the congregation to sponsor their use of our facilities if they wish to use the facilities outside of church office hours.
- In cases where a rental application may come into question, the church reserves the right to refuse access when the renter's aims and goals do not match those of the United Church of Canada.
- For sanctuary rentals other than weddings or funerals, a written request must be submitted to the MUC board 30 days prior to the requested rental date(s).

Rental Application Process

Rental applications are begun by contacting the Melfort United Church Office Administrator during regular business hours at melfortuc@sasktel.net or at 306-752-2288. The office administrator will determine availability of space, conduct a tour if requested, and complete the specifics of the rental including a determination of fees being charged. Access to and return of keys for the building is arranged by the renter with the office administrator.

***Priority will be given to church functions including funerals, funeral lunches, weddings, choir rehearsals, etc.**

Insurance

Melfort United Church is not responsible for accidents incurred by our renters. We urge renters to provide their own accident and liability insurance that will cover their activities.

Set Up/Cleanup

- Basic set up and cleanup, stacking of chairs and tables, shutting off of lights, garbage removal, equipment and furniture placement, window closures and lockup is the responsibility of the renter and is required.
- If the church encounters additional cleaning expenses as a result of a rental, the user will be responsible for this expense.

Damage

Renters are responsible for the supervision and actions of the individuals involved in their group's event. Damages over and above normal wear and tear are the responsibility of the renter. Damage, repair or replacement costs will be invoiced to the renter.

Sound System & Music Equipment

Sound equipment, LCD projector, and pianos/organ can be used by groups requesting rental of the sanctuary upon making arrangements ahead of time. As these are sensitive pieces of equipment it is our desire to ensure good and appropriate use of them. Groups using this equipment must provide a trained sound technician or pay a fee to the church sound technicians to either run the equipment or train the renter for use. This is subject to the church sound technician's availability. Replacement of this equipment will be the responsibility of the renter should damage or losses occur.

Equipment Rental

Anyone wishing to borrow/rent any kitchen equipment must have prior approval of the UCW. In the case of any other equipment, special arrangements can be made by identifying a need to the office administrator. Priority use of any equipment will remain with church functions and events. Replacement of this equipment will be the responsibility of the renter should damage or losses occur.

WIFI Access

The church is equipped with WIFI. WIFI access is limited to congregational committee's and groups as well as those serving in leadership with the wider church e.g. Presbytery executive, Conference Staff. Access to our network is not available to community groups or outside rentals.

Catering

The renter reserves the right to choose catering privately or through the United Church Women (UCW). Kitchen rental fees would be applied in the event the renter chooses a private caterer or does food preparation independently.

1. A UCW member must be present for all outside groups/individuals using the kitchen.
2. All food preparation supplies are the express responsibility of the renter.
3. Kitchen and equipment is included in the rental fee. Cleaning of any kitchen equipment used is the express responsibility of the renter.
4. Cleanup of the kitchen is the express responsibility of the renter or private caterer.
5. Should the use of the stove be necessary, prior arrangements must be made for lighting.
6. Alcohol cannot be served on Melfort United Church premises.

Kitchen rental fees will not be charged if the UCW is catering the event.

1. The UCW reserves the right to refuse a catering event.
2. The UCW reserves the right to set fees for catering, dependant on market availability of specifically requested food items. Fees will be paid directly to the UCW.
3. The UCW will provide a written catering estimate if requested.
4. If attendance is below 50% of the number requested, the UCW will charge for 50% of the number that was originally requested.

Fees

Rental fees will be charged as per the attached schedule for the use of room, spaces and equipment. Fee payment will be due prior to or on the day of the event.

Other

- A responsible adult shall supervise all youth activities.
- Groups renting space at Melfort United Church may not do so if the primary activity is gambling.
- Local phone calls only can be made from the phone near the kitchen.
- No food or beverages of any kind is allowed in the sanctuary.
- No animals are allowed on the premises unless they are service animals.
- The user will ensure before departure that all people have left, all lights are out, and all doors are locked.
- Please respect the church building and property by keeping them clean.