

Unity United Church Facilities Rental Policy and Fee Structure

Purpose

As an inclusive and welcoming church Unity United Church strives to make its physical facilities accessible to congregation members as well as a variety of community groups and agencies.

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. Unity United Church reserves the right to deny any rental request.

Rental Application Process

Rental applications are begun by contacting the Unity United Church Office administrator at 705-835-2903 or via email at unity@unityunitedchurch.ca. The office administrator will determine availability of space, conduct a tour if requested, and complete the specifics of the rental application for review by the Leadership Team. Once approved, the Office Administrator will determine the fees to be charged and complete the contract with the renter including signatures and receiving the damage deposit. The damage deposit will be refunded or charged against the amount owing when the church is left in good condition following the event. This deposit is nonrefundable if the event is cancelled within 24 hours of the event.

Insurance

All renters are required to have insurance.

If the renter carries an insurance policy, they are required to add Unity United Church as an additional insured with a \$5,000,000 limit.

If the renter does not carry an insurance policy, coverage must be purchased through the HUB portal: [United Church of Canada Insurance | HUB International](#) at the renters expense.

Set Up/Cleanup

Basic set up and cleanup, stacking of chairs and tables, shutting off lights, removal of garbage and recycling, equipment and furniture replacement and window closures are the responsibility of the renter and are required. Custodian's service will be required for all Saturday rentals as per rental fee structure. **Please note, neither the piano in the sanctuary nor the piano in the Sunshine room are to be moved. Please leave the space as you found it.**

Damage

Renters are responsible for the supervision and actions of the individuals involved in their group's event. Damages over and above the value of the damage deposit incurred to the church, equipment or contents are the responsibility of the renter. Damage, repair or replacement will be conducted by the renter in a timely and appropriate fashion in consultation with the church caretaker and Property Committee. In some cases, the repair may be undertaken by the church and billed to the renter.

Smoking is not allowed on the property.

Pets are not allowed on the premises unless rental participants require the use of a companion animal or in special circumstances previously arranged with the office administrator.

Audio Visual System

Sound equipment and the LCD projector can be rented by groups requesting rental of the sanctuary. As these are sensitive pieces of equipment it is our desire to ensure good and appropriate use of them. A fee can be paid for both or either a sound or visual technician. This is subject to the sound technician's availability.

Lift

The lift may only be used if a representative from Unity United Church is present to operate it. A fee will apply.

Equipment

Dishes, tables and chairs are not to be used outside of the building. Good stewardship in the use of these items are to be exercised at all times. Replacement of these items will be the responsibility of the renter should damage or losses occur. The church will replace damaged items at the renter's expense.

Catering

The renter reserves the right to choose catering privately or through the Unity United Church catering service. Kitchen rental fees will be applied in the event the renter chooses a private caterer or does food preparation independently.

1. Kitchen and equipment is included in the kitchen rental fee (with the exception of linen).
2. Cleaning of any kitchen equipment used is the responsibility of the renter or private caterer.
3. Cleanup of the kitchen spaces (countertop/floor/appliances) is the responsibility of the renter or private caterer.
4. Provision of all food preparation supplies are the responsibility of the renter.
5. Alcohol cannot be served on Unity United church premises.
6. The dishwasher is not to be used.
7. Removal of any food brought in from fridge or cupboards.
8. Ensure that the stoves are shut off.

Unity United Church Catering Service

1. The church catering representative's contact information will be provided by the office administrator to the renter.
2. All arrangements for catering functions will be negotiated between the renter and the representative.
3. The representative will provide a written catering estimate if requested.
4. The representative reserves the right to set fees for catering, dependent on market availability of specifically requested food items.
5. The representative reserves the right to charge additional fees for linen use.
6. The representative reserves the right to refuse a catering event.
7. Kitchen rental fees will not be charged if the Unity United Church catering service is catering the event.

Fees

For details on fees and additional information about renting Unity United Church please contact the administrator at unity@unityunitedchurch.ca.