

**FACILITY POLICIES**

**One-time License for Trinity United Church Facility Use**

**POLICY:**

Trinity United Church Community of Faith will provide a one-time license for the use of our facility.

**PROCEDURE:**

1. All bookings will be scheduled with the Administrative Assistant who in consultation with the Minister has the authority to make the bookings of our church facility for one-time use. It is up to the Minister to determine if the function is appropriate.
2. An application for one-time use of facility is to be completed by the Licensee. (see Appendix 1)
3. The Licensee is required to provide proof of Host Event Insurance before final approval is granted.
4. The facility key must be picked up during regular office hours and signed out from the Administrative Assistant. The key must be returned to the church during regular office hours in a timely manner.
5. The License Fee is due when the key is picked up from the Administrative Assistant. Fees are as follows: **\$50.00** for a half day and **\$100.00** for a full day.
6. The Licensee is responsible to ensure security of the facility. The church doors must be locked once the event begins.
7. The Licensee is responsible to ensure the facility is left in the same condition as at the start of the event.

**GUIDELINES:**

1. The Licensee should contact their home owner insurer to determine if their policy covers liability for an outside event and if so, obtain proof of liability coverage for the church event.
2. Alternatively, one-time event liability coverage is available from other providers such as Duuo found on the web at: <https://duuo.ca/event-insurance/>
3. Kitchen supplies use (such as napkins, coffee, cream) are the responsibility of the Licensee.

Approved Date: March 27, 2024	Revised Date:
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