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## PROPERTY USAGE POLICY

This document represents the intention of Central United Church (Central) with regard to the use of our church facility, located at 131 – 7<sup>th</sup> Avenue SW, by both members and adherents of the congregation, as well as outside user groups.

### STATEMENT OF PURPOSE AND BELIEF

Our beautiful, historic church structure has been handed into the care of our generation as a legacy from our forerunners in faith. Constructed in the early 20<sup>th</sup> Century, it has been the spiritual home to thousands of people and continues to serve as a hub for ministry offered in the core of downtown Calgary. It was built with the intention of serving both those who worship at the church and those who have need of us in the wider community.

As stewards of the property, we hold in trust for The United Church of Canada (UCC), we embrace a ministry that seeks to bring healing and wholeness to all, serving as the hands and feet of Christ in the world. We welcome full use of our facility, providing a gathering place for worship, spiritual connection, healing, prayer, physical fitness, mental wellness, support for recovery from addictions and support for creating new ministries.

Through our Duty of Care Policy and Procedures, we seek to provide a welcoming, safe, and nurturing environment every day of the week.

### POLICY

- (a) This policy recognizes that our church building is held in trust and belongs to the UCC. Trustees are appointed by the congregation to hold that trust (*see Board of Trustees Structure Document*) on behalf of the UCC.
- (b) The Trustees are charged with reviewing the insurance policies of Central on a yearly basis. Adequate insurance protection for both buildings and contents, including our organ and other musical instruments, must be obtained, reviewed and renewed by the Trustees, then brought to the Board for ratification as part of its budgeting process.
- (c) All safety regulations, inspections and code requirements must be maintained according to by-laws established by the City of Calgary and laws established by the Province of Alberta.



- (d) Central reserves the right to set usage schedules and fees for our church facilities. All fees associated with services offered by Central will be reviewed on an annual basis by the Trustees, in consultation with the Property Team, for ratification by the Board.
- (e) Rental rates for building usage by both in-house and outside user groups will be reviewed on an annual basis by the Trustees and the Property Team, forwarded to the Board for ratification and administered by the Office Administrator.
- (f) Programs and activities conducted at both properties must reflect the core values of Central and adhere to the government policies that have been established by the Central Community of Faith (COF).
- (g) The day-to-day oversight of property usage is carried out by the Office Administrator, in collaboration with the Property Team.
- (h) Rental groups that use our facilities must sign a rental contract and also sign a "Hold Harmless" agreement.
- (i) If any incident, accident, or physical confrontation occurs on Central property or at a church-sanctioned event, an Incident Report (*See Appendix 2 in the Duty of Care Policy and Procedures*) must be filed with the Office Administrator.
- (j) The consumption of alcohol and the use of drugs, other than those prescribed, are prohibited on church property.
- (k) The evacuation procedure for clearance of the church building in cases of emergency must be clearly posted and made known to the COF by signage, written notices, and verbal announcements. Training must accompany any evacuation procedure.
- (l) The evacuation procedure for the former Bible Society Building, when occupied, must be clearly posted.
- (m) Established security and safety measures as outlined in the Duty of Care Policy and Procedures must be maintained for the protection of all who use our facilities.
- (n) Our church facilities are smoke-free. This includes the use of e-cigarettes and vaping, as well as cannabis. City of Calgary By-law 23M2018 is in effect, both inside and outside of both buildings.
- (o) No animals, other than certified service animals, are allowed on church property.



## **PARKING POLICY**

- (a) Downtown parking policies around the church building vary, depending on decisions made by the City of Calgary, therefore, when accessing parking, the Office Administrator must be contacted to ensure that vehicles are legally parked.
- (b) Persons conducting church business, whether inside or outside of the building, must contact the Office Administrator to determine what parking is available.
- (c) Access to parking is controlled by the City of Calgary by-laws. Any permits that may be issued by the City of Calgary must be obtained from the Church Office when accessing a church parking space.
- (d) If the individual using a parking space is conducting church business off-site, the keys to the vehicle must be left with the Office Administrator.
- (e) Central accepts no responsibility for theft or damage to vehicles that may occur when using parking spaces around the building.

## **ADMINISTRATION**

The administration of this policy is overseen by the Property Team, the Duty of Care Officer, the Trustees, and the Office Administrator.

This policy document is a living document and can be changed at any time, with approval of the Board.

The Board must inform the congregation about the policies that have been established by the Board and seek ratification of each policy change at an Annual Congregational Meeting.

*Final Draft approved by the Board, September 1<sup>st</sup>, 2018*