

# **VALLEYVIEW MENNONITE CHURCH**

## **(an Ontario Corporation)**

### *FACILITIES USE POLICY*

All revenue generated by the church, including rental income, must be aligned with the objects of the corporation. As stated in the Valleyview Mennonite Church (an Ontario Corporation) [Valleyview] letters patent (2001), the objects of the corporation are:

1. to preach and advance the teachings of the Mennonite faith and the religious tenets, doctrines, observances and culture associated with the faith.
2. to establish, maintain and support a house of worship with services conducted in accordance with the tenets and doctrines of the Mennonite faith.
3. to support and maintain missions and missionaries in order to propagate the Mennonite faith.
4. to establish and maintain a religious school of instruction for children, youths and adults.

We strive as a congregation:

1. to be a corporate witness as well as to support the individual witness of people to the saving, life-giving power of the gospel of God rooted in Jesus the Christ;
2. to be a nurturing, supportive community where people can experience healing, love and belonging
3. to be a worshiping community.
4. to be an educating community where people can more fully learn the meaning of being a Christian in today's society.
5. to be a community which calls and supports people to be of service to others in need.
6. to be part of ecumenical co-operation with other churches in the community.

#### **General Guidelines:**

1. Our church building is a place of worship and the house of the Lord and all uses of this building should be consistent with this belief.
2. Our building is part of our mission. Extending the use of our facilities within and beyond the congregation is a vital part of our presence in the community. As such, all facility use should be consistent with our objectives:
  - a. worship
  - b. instruction
  - c. fellowship
  - d. celebration of life's milestones
  - e. community service.
3. Our church facility will be made available for Valleyview Mennonite Church (VMC) Congregational events as well as non-Congregational events. Use of the facilities will be on a first come, first served basis. In the event of a conflict, ministries and functions of the congregation and Mennonite organizations shall receive first priority for use of the facilities. In the event of a congregational emergency gathering (i.e., a funeral), this would take priority over all other events. In the case of a previously booked event, the Church Administrator will work with those affected in assisting with relocation of that event.
4. Congregational events are defined as:
  - a. within the corporation's objects as stated above.
  - b. initiated, supported, or promoted by the Church Board, Church Council or any of its sub-committees as part of the church programs.

- c. supervised and operated by the church's staff and volunteers.
  - d. open to everyone to attend.
  - e. weddings, visitations, funerals, memorial services, family milestone birthdays, celebrations etc. of regular Valleyview members and adherents, provided the event is open to everyone.
5. Non-congregational events align with the corporation's objects as stated above, and include:
- a. events held by the broader Mennonite Church and/or organizations supported by Valleyview. These organizations include, but are not limited to: Mennonite Church Canada and its affiliates, Mennonite Church Eastern Canada and its affiliates, Mennonite Central Committee, London Community Chaplaincy, Daya Counselling Centre, Kairos and Christian Peacemaker Teams.
  - b. government agencies that conduct elections (municipal, provincial and federal).
  - c. events held by non-profit organizations or registered charities, whose purpose is aligned with our corporate objects as stated above.
  - d. weddings, visitations, funerals and memorial services that are not congregational events as defined above.

The pastor(s), Church Council chair or Board chair may approve a new non-congregational event.

The individual or organization has completed a Booking Agreement, agreed to pay the appropriate rental fees, and has provided a certificate of general liability insurance.

- 6. The church facilities are not available to for-profit businesses or for private, individual or family events, except as defined in 5(d) above.
- 7. A staff person, or designate, must be on site during the rental period.
- 8. Catering may be available for congregational and non-congregation events. The chair of the Food & Fellowship Committee is to be consulted for availability and fees.
- 9. Use of the facilities by Agape Fellowship and Jesus First Assembly (Nepali congregation) is covered under separate agreements.

### **Tenant Responsibilities:**

- 1. No smoking or alcohol use in the building.
- 2. Proper footwear must be worn at all times within the building. No rollerblades or shoes with wheels allowed inside the building.
- 3. No throwing of confetti, rice or similar products are to be used anywhere in the building or on the premises.
- 4. No gambling, raffles, games of chance or dances are allowed.
- 5. Children are to be supervised at all times.
- 6. No pets are allowed inside the building. Service dogs are allowed.
- 7. All users of the building are responsible for any damage to the church building or any loss or damage to items belonging to Valleyview.
- 8. Operation of the sound system shall only be by a trained sound system person designated by Valleyview.
- 9. Requests for use of the facilities must be received and approved in advance. A Booking Agreement must be completed for all non-congregational events. Please note that until the Booking Agreement is signed by a church representative and by the tenant and returned to the church office, the rental contract is only pending and no publications or invitations or advertisements should be printed or sent out.
- 10. All tenants of the building will be responsible for cleaning up, as follows:
  - a. Clean the kitchen. All garbage and recyclables are to be removed from the church premises. Sweep the kitchen floor as required. Wash all counters after use with a bleach solution consisting of 1 cap bleach to ½ L water. When using the dishwasher, please follow the instructions posted above the dishwasher. When

washing dishes manually, please use the 3-sink method as posted above the sink. When a caterer is hired by the tenant, it is the tenant's responsibility to make sure the caterer is given these kitchen use instructions.

- b. Vacuum and sweep all floors as necessary.
- c. Return all tables and chairs to their storage areas unless other instructions have been given;
- d. Leave all areas as you found them;
- e. Turn off all lights and lock all outside doors.

### **Use of Pianos at Valleyview**

As part of the rental agreement, if you would like to use either the piano upstairs or downstairs please notify the Administrator when you are arranging for use of the facilities. If you have not arranged for this use ahead of time the piano(s) should not be used as they are valuable pieces of equipment. There will be an additional cost for the use of the grand piano upstairs. Please see Operations Fees section.

The grand piano should not be moved without the approval of the chair of the Worship Committee, Church Administrator, Custodian, or Pastor.

Nothing should be placed on top of the grand piano (i.e. candles, flowers, wedding decorations).

Tuning of the pianos is done on a regular basis. If you require the piano to be tuned for your specific event the cost of this additional tuning will be your responsibility. Valleyview will require that our technician be used for this specific tuning.

### **Liability Insurance Requirements**

Valleyview's existing liability insurance covers Valleyview for congregational events.

For non-congregational events, the individual or organization wanting to use the facility will be required to carry general liability insurance in the amount of Two Million dollars and will provide Valleyview with a Certificate of Liability Insurance. Receipt of this coverage must be in place before the Booking Agreement is deemed complete.

### **Fee Schedule:**

1. There will be no charge for congregational events.
2. There will be no charge for Mennonite Church related events and meetings or other organizations supported by Valleyview, listed in 5(a) above.
3. Non-congregational events as defined in 5 above will be required to pay the operations fee as outlined below.
4. Government agencies conducting elections establish their own fee structure.
5. There is a requirement of a 50% deposit at the time of signing. Deposits will be forfeited for cancellations.

### **Operations Fees:**

The following fees\* are based on either a morning, afternoon or evening time slot:

1. Sanctuary: \$120
2. Basement Area with Kitchen: \$120

3. Custodial Fee \$30 per hour (minimum 2 hour charge if premises is not returned to satisfactory cleanliness): \$60
4. PA (Audio) Technician Fee of \$40 per hour – minimum 2 hour charge
5. Meeting Room upstairs: \$30
6. Use of Grand piano in sanctuary \$35

\*excludes taxes

**Administration:**

Bookings for the use of the building shall be arranged by the Church Administrator, who will also maintain a schedule of use.

Facilities Use Policy: Revised April, 2022



# VALLEYVIEW MENNONITE CHURCH

(an Ontario Corporation)

1170 Melsandra, London, ON. N5Y 4N9 (519)438-1705

Fax (519) 438-7554 e-mail office@valleyviewmc.ca

## BOOKING AGREEMENT

Valleyview Mennonite Church (Landlord) agrees to reserve the following room(s):

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for use by \_\_\_\_\_ (Tenant)

on (date) \_\_\_\_\_

Rental Fees Due (as per Operational Fees):

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In the event of a funeral or wedding or other such event at the church the above group will be notified and will have to make other arrangements for their meeting.

### Insurance Confirmation:

- The Tenant will be responsible for any bodily injury or property damage arising out of our occupation as Tenant and our occupants operations and activities.
- The Tenant will ensure that the church building and property is left in the same condition as they found it. See Tenant Responsibilities on the following page.
- The Tenant will provide a waiver of legal liability against Valleyview Mennonite Church, by signing this Booking Agreement, as Landlord against any legal liability due to us, as Tenant or our occupant's operations and activities.
- The Tenant will provide a Certificate of Liability Insurance, prior to the use of the building, confirming that it has primary General Liability and Tenant's Legal Liability coverage in the amount of at least two million dollars which provides Valleyview Mennonite Church as an additional insured with respect to our occupancy of this property.

Dated at London, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

Valleyview Mennonite Church  
Per:

Tenant Name: \_\_\_\_\_

Signature Name: \_\_\_\_\_

\_\_\_\_\_  
Administrator

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Tenant Responsibilities are on the following page:

### **Tenant Responsibilities:**

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3. No throwing of confetti, rice or similar products are to be used anywhere in the building or on the premises.
4. No gambling, raffles, games of chance or non-worship dances are allowed.
5. Children are to be supervised at all times.
6. No pets are allowed inside the building. Service dogs are allowed.
7. All users of the building are responsible for any damage to the church building or any loss or damage to items belonging to VMC.
8. Operation of the sound system shall only be by a trained sound system person designated by Valleyview.
9. Requests for use of the facilities must be received and approved in advance. A Booking Agreement must be completed for all non-congregational events. Authorization is through the Administrator (if straightforward) or in consultation with the Property and Maintenance Committee chair. Please note that until the Booking Agreement is signed by a church representative and by the tenant and returned to the church office, the rental contract is only pending and no publications or invitations or advertisements should be printed or sent out.
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  - e. Leave all areas as you found them;
  - f. Turn off all lights and lock all outside doors.