

## **Gathering Table Facilities Usage Policy**

1. All bookings are subject to cancellation if required by the church (e.g. for a funeral). In such cases, as much advance notice as possible will be given to other users.
2. Church affiliated groups or committees will take priority over non-church groups.
3. Non-church functions require Gathering Table to have third party liability insurance, as demonstrated by a Certificate of Insurance. Otherwise, users must purchase occasional coverage through Marsh Insurance Company under the User Group Program at the following website: [www.marsh.ca/cug-anglicanalgoma](http://www.marsh.ca/cug-anglicanalgoma)
4. Due to life-threatening allergy risks to some of our congregation, any food served must be nut-free.
5. Smoking is not permitted anywhere in the buildings or on the premises.
6. One person, who has authority to act for the group, will sign the “Contract for Use of Church Facilities” form on behalf of the group, accepting responsibility for any damages to the premises (or part thereof) and for the legal protection of Gathering Table in case any liability issues should arise from their use the facilities.
7. Exceptions to full compliance with terms of the Contact for Use of Church Facilities may only be granted in writing by the Incumbent and a Warden or by two Wardens in the Incumbent’s absence.
8. Groups renting the facilities on a regular basis will be given specific terms of use for weekdays September to June or Sunday afternoons, and must make it known if they wish to renew each term. A new “Contract for Use of Church Facilities” form is required each term.
9. An extension of time or alternate day of use needed by a regular group requires approval by the Incumbent and/or Warden. A week’s notice is required to process the request.
10. All groups using the facilities will be responsible for their own set up, set down and general clean-up. Nothing may be taped or pinned to the walls.
11. Tables and chairs must be lifted, not dragged across the floor. Unless otherwise arranged, all facilities are to be vacated on Saturday by 8 p.m., and tables and chairs in the parish hall arranged per the layout drawing.
12. The last person out (the group contact person) will ensure windows are closed, doors locked, lights off and a designated church member contacted to set the alarm.
13. Donation amounts for the use of Gathering Table Facilities are provided on the “Contract for Use of Church Facilities” document.
14. Donations to cover Custodial services are required where habitual and contributing members are involved with non-church related functions (e.g., community groups or service clubs) or family events (e.g. birthday party).