

Church of the Advent
The Anglican Parish of Colwood and Langford
Facility Usage Policy
Approved by Parish Council October 2007

Policy Description:

1. It is desired that the facilities of the Church of the Advent be used to God's glory. This will guide appropriate use.
2. No activity which contravenes the Mission Statement of the Church of the Advent or is not in sympathy with the policies and procedures of the Anglican Diocese of British Columbia will be considered.
3. Rites of Passage (e.g.) weddings, memorials etc. are not permitted except in consultation with the Rector.
4. The Church of the Advent encourages church members and outside groups to use its facilities (Church, Chapel, main hall, meetings rooms, kitchen) for a variety of services, events and activities.
5. All facility requests, except Weddings and Funerals, must be sent to the Facility Booking manager as soon as possible. Weddings and Funerals are booked through the Church office by the Rector or his delegate.
6. All bookings must be supported by a completed Facilities and Equipment Request Form.
7. Food and drinks are not allowed in the Church or Chapel. Likewise in the Narthex unless by special arrangement.
8. If alcohol is to be served, a valid liquor license must be obtained and displayed. Further, where the user is an organization, or where a professional server is employed, a SERVING IT RIGHT qualified tender must be present at all times during the event.
9. If food is to be served, user must provide proof of a valid FOOD SAFE certification.
10. Smoking is not allowed inside the building.
11. The user is responsible for the cost of repair for any damage beyond normal wear and tear.
12. The "Clean up" which we provide only includes taking down and putting away of tables and chairs, sweeping and damp mopping floor. The user is responsible for removing all decorations and garbage from the premises. If the kitchen is used, user is responsible for leaving it clean and tidy. This is not covered by the "clean up" process described above.
13. A schedule of suggested honoraria will be maintained.

14. Confirmation or regrets, with respect to booking and requested dates, will be provided by the Facility Booking manager or the Church office. The decision to make facilities available rests solely with the Church of the Advent.
15. The Facility Booking manager will arrange for setup, if required.
16. The Facility Booking Manager will arrange, with the user, for signing of contract and payment.
17. If required, a key will be provided for a deposit of \$15. Deposit is refunded, when key is returned.