

FIRST UNITARIAN CONGREGATION OF OTTAWA
RENTAL AND USE OF BUILDING POLICY

1. POLICY SUMMARY

The primary use of the church building at 30 Cleary Avenue is to serve the needs of the congregation and its members in support of the congregation's charitable purposes and its mission, vision and principles which are consistent with those purposes. When space is not being used by the congregation and it is in keeping with the purposes of the congregation, the building will be made available for use or rent to other organizations that meet the criteria outlined in this document for the following reasons:

- To support the activities of the congregation in meeting its charitable purposes;
- To foster community both within the congregation and more broadly;
- To increase funds available for the use of the congregation.

The following outlines the priorities and general conditions for use of building space. Exceptions to the priorities may be made, with the approval of the Board of Directors, to develop and maintain relationships with long-term renters who are seen as community partners.

	Congregational Events		Rentals		Rites of Passage (See R.3)
	Events Organized by the Congregation (See R.1.1)	Events Hosted by the Congregation (See R.1.2)	Long-term Rentals (See R.2.1 and R.2.2)	Short-term Rentals/Events (See R.2.1 and R.2.3)	
Rent	Free	Free	Full rate	Full rate (reduced rates for charities)	Variable - See R.3
Priority	1 st Priority	2 nd Priority	3 rd Priority	3 rd Priority	3 rd Priority
Insurance	Covered	Covered	Proof of insurance	Proof of insurance	
Alcohol Licence	Authorized SOP*	Authorized SOP*	n/a	SOP* and PAL** insurance	Variable - See R.3

* Special Occasion Permit

** Party Alcohol Liability

2. POLICY DETAILS:

General policies applying to all building uses are outlined in Section 3 below. Policy details for specific types of use of building are attached as follows:

R.1 Congregational Events**R.1.1: Events Organized by the Congregation****R.1.2: Events Hosted by the Congregation****R.2 Rentals**

R.2.1: All Rentals**R.2.2: Long-Term Rentals****R.2.3: Single-Event and Short-Term Rentals****R.3 Rites of Passage****3. GENERAL POLICIES APPLYING TO ALL BUILDING USES**a) Access and Hours of Operation:

- The building closes at 11:00 p.m. (to respect FirstU's agreement with Unitarian House).
- Exceptions to the Hours of Operations may be made, with the approval of the Operations Manager, Minister or Board, for events such as sanctioned sleepovers by the Youth Group.

b) Room Bookings:

Bookings for both congregation sponsored events and for external short-term or one-time rentals are generally on a first-come, first-served basis, respecting the priorities noted above. Where multiple requests are made for the same time, the Operations Manager will encourage dialogue between the groups making the requests so an agreement can be reached.

c) Alcohol:

All events where alcohol will be served must meet Ontario legislated requirements, including obtaining a Special Occasion Permit. Outside rentals who will be serving alcohol are also required to obtain Party Alcohol Liability (PAL) insurance. The Special Occasion Permit is to be posted in a prominent location during the event.

d) Fire Safety:

Building users including event organizers and renters are expected to adhere to the fire safety policies, including Maximum Occupancy restrictions for Fellowship and Worship Halls. The Operations Manager will ensure that all groups using the building are made aware of these maximums and of emergency procedures.

4. PROCEDURES

See sections R1, R2 and R3.

5. AUTHORITIES

The Operations Manager will approve use of space in accordance with this policy.

The Board of Directors will periodically approve unused space that may be offered for Long-term Rental, based on the recommendation of the Operations Manager.

5. MONITORING AND REPORTING

The Operations Manager will monitor implementation of this policy and will bring any issues to the attention of the Minister and/or Governance Committee who will decide on the course of action.

6. REFERENCES AND RESOURCES

7. WHO IS CONSULTED IN THE DEVELOPMENT AND AMENDMENT OF THIS POLICY

Board of Directors
Lead Minister,
Operations Manager
Finance Manager

8. WHO DRAFTED THIS POLICY

Updated in 2017-18 by the Governance Committee.

9. WHO REVIEWS AND DRAFTS UPDATES AND AMENDMENTS TO THIS POLICY

Governance Committee and Operations Manager.

10. WHO APPROVES THIS POLICY?

Board of Directors

11. DATE OF INITIAL APPROVAL: November 21, 2018

11. DATE OF POSTING LAST AMENDMENT OF POLICY ON THE CONGREGATION'S WEBSITE

12. REVISION HISTORY

Revision Date	Version	Comments

R.1 CONGREGATIONAL EVENTS**a) General**

Congregational Events include:

- Events which are **organized directly by the congregation or by groups of the congregation**. For further details, see section R.1.1 below.
- Events and activities which are **hosted by the congregation or by groups of the congregation** in collaboration with other organizations. For further details, see section R.1.2 below.

R.1.1 EVENTS ORGANIZED BY THE CONGREGATION**a. This category includes events at the building which are:**

1. Organized for the benefit of the congregation as a whole. These events are typically organized at the initiative of the Board, the Lead Minister, the Director of Religious Exploration or the Music Director. Examples of such events are the Sunday worship services, the Religious Exploration program, potluck suppers for the entire congregation and congregational fundraising activities (e.g. Fall Fair).
2. Organized directly by committees, teams, or other groups of the congregation. This includes events beyond the regular meetings and activities of groups, which may be open to the congregation and/or to the wider public.

b. Applicable Charges

There will be no charge for using building space for Congregational Events. For events identified under a.1 above, there will be no charge for custodial services or sound system services. There will also be no charges for building space or custodial services for regular meetings and activities of congregational groups.

For Congregational Events identified in a.2 above, the organizing group is expected to cover any increase in costs as outlined below. If appropriate for the event, groups may request donations from participants to help cover the costs:

1. Custodial Services:

An hourly rate will be charged for any additional time that a custodian is required to be on duty because of the event, including the time required for set-up and clean-up.

A custodian is required to be present at events:

- Which involve a large number of people, be they congregational members or not;
- Which include a significant number of visitors who may not be familiar with the building. This would include concerts, lectures and events open to the public,
- For which a liquor license is issued. In the case of small events, the Operations Manager may make an exception.
- For which, in the judgement of the Lead Minister or the Operations Manager, or the Chair of the Property Team, a custodian should be present.

2. Sound System Services:

Only trained Sound System Operators may operate the Congregation's sound equipment. Events which require the use of microphones and/or recorded music will necessitate operation by a Sound

System Operator. An hourly rate will be charged, except in cases where the Operator is providing the service as a volunteer.

R.1.2 EVENTS HOSTED BY THE CONGREGATION

a. This category of events includes:

1. Events hosted or sponsored by the congregation or by a group of the congregation (Board, committee, team or other group) in collaboration with another organization. This includes organizations of which FirstU or one of the groups within the congregation is a member (e.g. Capital Region Interfaith Council). The event must be in support of FirstU's purposes and mission; the congregation or host group must have control and oversight over the event; and at least two members of the congregation must be present at the event.
2. Events hosted by FirstU on behalf of our campus partners, Unitarian House of Ottawa (UHO) or River Parkway Children's Centre (RPCC), to provide musical or artistic entertainment and which are too large to be accommodated at UHO or RPCC. UHO shall be responsible for providing staff or volunteers to supervise the movement of residents to and from the event.

b. Applicable Charges

1. Fees will be charged for Custodial Services and Sound System Services in accordance with section R.1.1 b. above.
2. Where the other organization is not a charity, care will be taken to ensure they do not receive undue benefit from the event.

CONGREGATIONAL EVENTS PROCEDURES

- a) Bookings for Congregational Events will be made through the Operations Manager or their delegate on a first-come, first-served basis, respecting the priorities identified in the Policy Summary. Where multiple requests are made for the same time, the Operations Manager will encourage dialogue between the groups making the requests so an agreement can be reached.
- b) Where charges are incurred, the FirstU group representative will provide the Operations Manager with a completed and signed request for Payment or Transfer, and the account to which the expenses are to be charged.

R.2 RENTALS**R.2.1 All RENTALS****a. Rental Principles**

Space which is not needed to fulfill FirstU's charitable purposes may be offered for rental.

Unused space may be rented to any individuals or organizations *except* :

- Individuals or organizations alleged or known to conduct illegal or dangerous activities;
- Those whose expressed purpose is known to be contrary to UU or First U's principles, mission or causes;
- Political parties, candidates and related organizations for partisan political purposes.

b. Identification of Space for Rental

The Board will periodically identify unused space that may be offered for long-term rental. Any proposal for use of space beyond that currently identified must be brought to the Board.

c. Damages

Renters will be billed for repairs to damage caused by their use of the building. Renters who cause what appears to be irresponsible damage, or who fail to pay for the damages when billed, may be denied future use of space.

d. Rental Agreements

The Operations Manager will ensure that all renters sign a Rental Agreement (long term renter) or Booking Agreement (short term or one-time rental). The agreement will address the terms of the rental, including what services are to be provided and the amounts to be paid by the renter.

e. Insurance Requirements

All renters, including charities, must provide proof of at least \$2 Million general liability coverage prior to the event, and First Unitarian Congregation of Ottawa is to be included as Additional Insured.

f. Communication Plan

If a rental is accepted or denied and there is some concern that this action might be controversial, the Board will be notified. The Board will prepare a communication statement to respond to potential internal and external concerns.

R.2.2 LONG-TERM RENTALS**a. Rental Rates**

The rents charged for Long-term (or ongoing) Rentals will be based on a rate per square foot which is competitive with the rates for comparable facilities (e.g. space rented in other churches, buildings owned by or predominantly rented to non-profit organizations) or space in buildings which are less than prime office or commercial buildings. Our own experience in terms of the rates at which we are able to attract tenants will also be considered. From time to time, a comparison study shall be conducted to examine the rates charged by the Congregation with those charged by others.

b. Access to Meeting Space

Long-Term renters may be permitted to rent rooms for one time or occasional use at favorable terms. The Operations Manager may also identify space which may be used by renters as meeting space at no charge when that space is not in use by the congregation.

R.2.3 SINGLE-EVENT AND SHORT-TERM RENTALS**a. Rental Rates**

Charges for an event are calculated as follows:

1. Room Rate: charged for each hour of use (sliding scale after 2 hours of use).
2. Custodial Services:

A custodian is required to be present for all single-event rentals.

An hourly rate will be charged for custodial services, taking into account the time required for preparation and clean-up. (Also see Rental to Other Registered Charities below.)

3. Sound System Services: Only trained Sound System Operators may operate the Congregation's sound equipment. Any event using microphones and/or recorded music will require a Sound Operator. An hourly rate shall be charged for this service.

Room Rates will be established by the Operations Manager at a level which is competitive and generally consistent with the rates being charged for the rental of comparable space in other buildings. From time to time, the Operations Manager will have a comparison conducted to examine the rates being charged by the Congregation with those being charged by others.

b. Rental to Other Registered Charities

Upon the recommendation of the Social Responsibility Coordinating Team, rental fees may be waived or reduced for Single-Event or Short-Term Rentals to other registered charities. Charges for custodial services and sound systems services will apply in accordance with this policy.

c. Rentals to individuals

For rentals to individuals, the rates and terms of rental will be the same for Members of the Congregation as non-Members.

d. Piano Tuning

The piano in Worship Hall is tuned quarterly by the Congregation. If a renting organization wishes to arrange for a special tuning, it must do so through the Congregation's Office. The renting organization will be expected to use FirstU's chosen tuner and pay the associated costs.

PROCEDURES:

Organizations or individuals seeking to rent facilities on a Single Event or Short Term basis (i.e. "one-time" or for a series of "single-events") will make arrangements through the Operations Manager. Before these rentals are confirmed and entered on the calendar, an authorized officer of the renter will pay a non-refundable deposit of \$100., and sign a-Booking or Rental Agreement. The requirement for a deposit may be waived in the case of another registered charity.

Rental and related fees are to be PRE-PAID. The balance after the deposit must be paid two weeks in advance.

The Operations Manager will provide information on emergency procedures to rental parties at the time of signing the contract.

R.3 RITES OF PASSAGE

a) General

The building facilities are available on a rental basis to members of the Congregation and to members of the community-at-large for rites of passage (child naming ceremonies, marriages, reaffirmation of marriage vows, services of holy union, funerals and memorial services).

b) Fees and Charges

Rental Fees

For all Rites of Passage except Funerals and Memorial services (i.e., weddings, services of holy union, reaffirmation of marriage vows, child naming ceremonies), rental fees will be charged in accordance with *R.2.1 One-time and Short-Term Rentals*. The rental fee will be adjusted to include costs of officiants (Minister or Lay Chaplain). Any rite of passage (e.g. Child Naming) held as part of a regular church service are excluded from this and will not be charged any rental or other fees.

For funerals and memorial services, no fees will be charged for space rental (Room Rate) or for custodial services or sound system operator services. Instead, a free-will donation to the Congregation will be requested. A suggested donation amount may be provided. This enables people to contribute what they consider to be appropriate and affordable for this important service, which occurs at a difficult time in their lives.

Services of a Minister or a Chaplain:

A Minister or Chaplain of FirstU will be involved with all rite of passage ceremonies taking place within the church.

If anyone wishes to arrange for clergy other than those of this Congregation to participate in a ceremony, the permission of the Lead Minister of this Congregation must be obtained. .

If anyone wishes to have a member of the clergy from another faith community officiate without the participation of FirstU clergy, the ceremony will be considered a rental and all regular rates and rules apply.

A fee shall be charged for the services of a Minister or Chaplain of the Congregation for a rite of passage held at the church building or away from the church building. In the case of funerals or memorial services, no fee will be charged but a donation will be requested.