



A. Principles:

1. Messiah Lutheran Church has undertaken as its mission "To share Jesus Christ with all people." God has blessed this congregation abundantly, including the blessing of this building and all its resources. Messiah's mission compels the congregation to be generous. Messiah also has a responsibility to be a good steward of the blessings given, including the wise use of the building for the purposes for which it is intended.
2. Messiah is pleased to share its building and to share the purposes of serving community and creation. The guidelines stated here clarify our needs and expectations in that shared service to the community and the world.

B. Facility Use

1. Messiah facilities may be used by not-for-profit organizations whose aims are consistent with Messiah's mission in the community. They shall not be used for commercial purposes.

C. Processing of Requests

1. All requests for facility use shall be reviewed by the staff before final confirmation to ensure that Messiah Lutheran programs have priority. Decisions about facility use are normally made by the staff in discussion with the representative of the requesting group. If the representative of the group is not satisfied, s/he may bring the request to the appropriate Council Committee. If the Committee decision is in opposition to that of the staff, Church Council will arbitrate a final decision. Authority in our congregation rests with the staff and committees on an equal basis, with Church Council on a final basis and, for large issues, ultimately with the congregation.

D. Responsibilities for Facility Care and Participant Protection

See **Chart #1** below.

E. Fees for Third-Party Users:

Schedule #1

NOTE: A refundable damage deposit of \$50.00 must be paid at the time of reservation. Messiah reserves the right to bill for any damages or extra cleaning not covered by the deposit. All fees are due when the date of use is confirmed.

- a. Meeting Rooms (will accommodate up to 25 people)
 - up to four hours - \$10.00
 - up to eight hours - \$20.00
- b. Fellowship Halls (Sanctuary Basement Auditorium or Fellowship Centre)
 - up to four hours - \$40.00
 - up to eight hours - \$65.00
- c. Kitchens: \$25.00-\$50.00 (at the discretion of the ELW)

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Chart #1: Responsibilities for Facility Care and Participant Protection

Short Notation	Potential Users of Messiah's Facilities	Fees to Cover Added Maintenance	Insurance	Door Security	Use of Kitchens	Clean-Up	Notes
A	Committees, other Messiah Groups, individual Messiah staff and members who are using the facilities as a regular part of Messiah's programming ¹	NA	Covered by Messiah's insurance policy	Staff	May be used according to the posted directions.	Custodian	¹ includes a Group which operates under the auspices of a Committee for a specific purpose which may extend beyond service to Messiah members.
B	A Messiah member who brings a group for a one-time event, social or otherwise, but which is consistent with Messiah's purposes in the community.	Donations welcome.	Covered by Messiah's insurance policy	Person making the booking	ELW approval required	Person making the booking	Contract required ²
C	Chaplaincy program of the Augustana Faculty of the U of A; The Bethany Group; CLBI; Bethel Lutheran; Grace Lutheran; Hastings LLBC; St. Andrew's Anglican; Resurrection Lutheran	Donations welcome	Covered by the user's insurance policy	Staff	ELW approval required	Custodian ³	Contract required ²
D	Non-Messiah Groups, called third-party users, whether or not a member of the Group is a Messiah member.	As per Schedule #1,	Evidence from the Group or through Messiah's agent: Aon Reed Stenhouse	Staff	ELW approval required. See Schedule #1 for fees.	Custodian ³	Contract required ²
E	Celebration by Messiah members of special events such as birthdays, anniversaries, retirements, special family dinners.	Donations welcome	Covered by Messiah's insurance policy.	Staff	ELW approval required.	Custodian ³	See: Special Events Policy Contract required
F	The bereaved, for a funeral	See: Funeral Policy					
G	Those wishing to participate in a Wedding Ceremony	See: Wedding Policy					

Attachment #1

³ Help appreciated, in consultation with the Custodian

F. Scheduling

1. All arrangements for bookings are done through the Church Office.
2. Meetings will be scheduled to accommodate previously scheduled events.
3. Sunday afternoon events shall normally be set up after Sunday services, unless there is clearly no conflict with the Sunday morning activities.
4. The building is opened at 9 am and closed at 9 pm, Monday through Friday, unless there are no evening meetings, in which case the building will be closed when the staff leave between 4:30 and 5:00 pm. The building is also locked from Noon to 1:00 p.m. The building will be open Saturdays and Sundays to accommodate programming.

G. Health

1. The use of alcohol is not permitted in any part of the building at any time.

H. Security/Safety

1. An entrance or entrances will be designated for an event and use should be limited to these. Fire exits are not to be used for entrance or exit except in the event of emergency.
2. For games such as volleyball or basketball in the Fellowship Centre, players are encouraged to use stocking feet or indoor gym shoes.

I. Care of facilities, equipment, and instruments

1. A definite area of the building is reserved for an activity. The group using this space is completely responsible for this area for the full time of the reservation. Use of the building is to be confined to the area assigned. At the end of each group's use of the facilities the group is responsible to clean up and replace all material and furniture to the original condition and location.
2. Round tables shall remain in the basement auditorium.
3. First-time users (both individuals and groups) of Messiah's organ, pianos and other instruments must receive instruction about their care from Messiah's Worship and Music Coordinator prior to their use.
4. Limited use of Messiah property outside of the building is permitted. Details and criteria are available in the Church Office.

J. Overnight Event

1. When an overnight event is held, a clean-up time must be scheduled into the event near its end. Specific security arrangements are made with the staff.

K. Special Fees

1. If a group uses the facilities, is under a committee, and fees are charged for a service performed in the group, then that money must go through the church financial records.