



Special Events Policy

Messiah is a worshipping, learning, witnessing and serving community of baptized persons. To enable our members to participate as members of a caring community, we foster and encourage activities that will strengthen our fellowship with one another.

1. One of the ways that Messiah does this is by hosting special events that celebrate significant milestones or achievements in the lives of our members such as birthdays, anniversaries, retirements and special family dinners.

Another way is for a Messiah member to bring a group for a one-time event, social or otherwise, but which is consistent with Messiah's purposes in the community.

2. Such activities are congregational events. As with any congregational event, the number of people involved in the event may be limited by the specific interest of those participating in that event. For each special occasion, the organizers must indicate how they will publicize the event to the congregation: general announcement, bulletin and Messenger announcements, posters and/or word of mouth invitation.
3. While Messiah is the host for such events, those who plan, publicize and run the event may include people who are not members of Messiah but who are family members or friends of the person or people for whom the occasion is being held.
4. It is permissible for a caterer to be brought in to cater to an event hosted by Messiah.
5. Messiah does not rent its facilities for private use because the congregation encourages the support of businesses and organizations in the community who rent facilities to fund their activities.
6. If the event involves the use of the piano or organ, such requests need to be referred to Messiah's Worship and Music Coordinator.
7. While there is no charge for use of Messiah's facilities, users should be aware that Messiah incurs added maintenance costs such as light and heat for such use. A donation which recognizes this is always appreciated. Because of income tax rules, we regret that we cannot issue an income tax receipt for such donations.
 - a. Meeting Rooms (will accommodate up to 25 people)
 - up to four hours - \$10.00
 - up to eight hours - \$20.00
 - b. Fellowship Halls (basement of Sanctuary or Fellowship Centre)
 - up to four hours - \$40.00
 - up to eight hours - \$65.00
 - c. Kitchen \$25.00-\$50.00 (at the discretion of the ELW)

Passed by Church Council January 25, 2006
Amended by Church Council, March, 2008