



St. Andrew's

United Church
55 King St,
Truro NS B2N 3K8
902-893-8396

officestandrews@eastlink.ca

We at St. Andrew's aim to:

- ✓ Fill every person in our church with God's love as revealed in Jesus Christ.
- ✓ Seek and welcome all who wish to share our journey in fellowship with Christ while supporting and promoting the concept that all persons are important.
- ✓ Provide opportunities for personal and spiritual growth so that a more faithful expression of the Gospel take place.
- ✓ Responsibly, with other churches and secular agencies, meet human needs both at home and in the world, and to do this and more in love, in the Spirit of Jesus Christ

FACILITY USE POLICY

PURPOSE: This policy has been established to maximize the safety, security and convenience of **all** users (St Andrew's groups and community groups) of our building. The St. Andrew's Board of Stewards and Trustees is responsible for all matters to do with the operation, maintenance, upkeep and security of the church land and building. In order to fulfill this responsibility, they require the help of all those who use our property. The running of day-to-day facility use is overseen by the Office Administrator under the oversight of the Facility Use Committee.

POLICY:

The Sanctuary and other spaces within St Andrew's church are available for use by our community. Part of our ministry is to provide safe and welcoming spaces to our community at large. We provide space for various community support groups as part of our outreach ministry.

There are four types of users of our space:

- Internal church groups (e.g. Youth Group, Quilters, Wednesday morning work group, Choir etc.)
- Community groups that are regular users of our space that belong to larger organizations (e.g. AA, NA, GA, Girl Guides, Scouts Canada)
- Community groups that are regular users of our space that are not part of larger organizations (e.g. Songs of Spirit Coffee House, recorder group)
- Community groups that request use of our space for special events (e.g. Truro Music Festival, Royal Conservatory of Music, Creative Voices)

Council must approve any groups that are included as officially part of our outreach. Groups that have been approved as part of our outreach are:

- Sunday evening NA group,
- Monday evening Women's AA group,
- Wednesday evening GA group,

- the Songs of Spirit Coffee House,
- Ken Henderson's Recorder Group,
- Peace for Palestine Educational Group

All spaces are given priority to St Andrew's groups/committees and members. If it becomes necessary to bump or relocate a booking for an outside group because of a conflict with a St. Andrew's event (i.e. funeral, worship service, church dinner) we will attempt to accommodate the group.

For all St Andrew's and community groups who use our space:

- In the event of emergency fire, injury, or intruder alert, **call 911 immediately.**
- In the case of an emergency, once the proper authorities are informed, please call St Andrew's Emergency After-Hours person (as posted around the building).
- When it comes to your attention that there is a maintenance or operational issue, please bring to the attention of the Office Administrator as quickly as possible. **The church office telephone number is: 902-893-8396.**

Facility Use (information for renters of our space):

- **All groups must assure that you have properly booked space for your event with the Office Administrator.** Any special equipment or setup must be booked in advance.
- Please lock inside doors once your activity has begun to assure the security of the building and the safety of occupants. Doorbells have been installed on the main floor and in Fullerton Hall downstairs for the convenience of latecomers. Doorbells at both King St. and Duke St. entrance.
- Please confine the activities of your group to the agreed areas of the building unless special arrangements have been made at time of booking. We must insist that the special nature of the chancel area (at front of the main auditorium) and The Chapel be respected. These areas are to be regarded "**off limits**" except as specifically required for worship or ceremonial purposes. **Inappropriate or disrespectful use of these areas will be viewed as an extremely serious matter.**
- It is solely the responsibility of your group leaders to oversee the members who enter or exit the building.
- Please do not allow smoking or vaping anywhere inside the building or on church property. This is a health hazard to other users. Smokers are expected to have regard for the cleanliness of the outside areas used.
- Use of the main floor kitchen area requires "**special permission**" and must include an orientation by authorized personnel from St Andrews prior to the event. Also:
 - all food to be served must be prepared in the kitchen (with the exception of baked goods) or in a caterer's kitchen,
 - a member of group must have food handler's certification,
 - and all other Department of Health regulations must be followed.

- The kitchen doors may be kept closed when the kitchen is in use to stop others from walking through.
- Please exercise supervision and control over all people present with your group. Children (under the age of 18) must be supervised by an adult at all times. **YOU** are responsible for their safety.
- Upon leaving, please assure that you have carried out the items on the checklist (posted and provided to renters) for the space you are using.
- Partisan political events are not permitted.
- **PLEASE MAKE SURE THAT ALL EXTERIOR DOORS ARE LOCKED AND LATCHED**

St Andrews Facilities Rental Rates and Policy

The following table outlines fees for use of the various spaces within St Andrews (HST included) for community groups. If the fee structure is a barrier to your group, please discuss. Fees may be negotiated for long term users.

For regular space users, once a booking and agreement has been reached, community groups will be required to do the following:

- Each September, or at the beginning of a long-term rental agreement, community groups are required to fill out the application/usage agreement for use of the facility.
- Community groups must provide a copy of liability/insurance each September.
- The leader of the group must arrange to sign out a key at the church office during office hours.
- At the end of their season, the key is to be returned to the church office.

For community groups booking one-off events: once a booking and agreement has been reached, community groups will be required to do the following:

- Step 1: Renters are required to fill out the application/usage agreement for use of the facility. If using the sanctuary, a \$100 deposit is required at the time of booking a ticketed events or a \$40 deposit is required for non ticketed events. Deposits are fully refundable 30 days prior to the event (they are non refundable if event is cancelled with less than 30 days notice).
- Step 2: Renters are requested to provide a copy of liability/insurance no later than 2 weeks prior to the rental date.
- Step 3: Renters are required to stop in for a key at the church office during office hours **the day or two prior to the event date**. A **key deposit of \$20 cash** will be collected at that time and will be returned when the key is returned.

At this same time, payment for use of the church space for non-ticketed events is due.

For ticketed events, the minimum payment, \$250 (minus the deposit), is due.

- Step 4: Post event, the key is to be returned to the church office within two days after the event; key deposit will be returned.
- Step 5 (*for ticketed events only*): Within two weeks following the event, if tickets were sold online, please provide the print off of total number of tickets sold, the number of tickets sold

at the door and the total revenue from the tickets sales. If tickets were not sold online, please provide the total number of tickets sold and the total revenue as per arrangements made at time of booking. If 10% of the total revenue is less than \$250, no further payment is required. If the total owed is more than \$250 than the balance is due at this time.

Fees are payable to St Andrews United Church through cheque or etransfer (officestandrews@eastlink.ca – no password required).

INSURANCE:

- Community Groups must provide proof of liability insurance with a minimum value of \$500,000 with St Andrews United listed in the policy at time of booking. For groups that do not have access to group insurance, there is an option for you to purchase very affordable third-party liability insurance through our insurance policy and you can get a quote through the following link. When you do purchase the insurance, a copy will be sent to both you and the church office at the time of purchase. This must be completed before the key can be picked up. The link is:
<https://ucc-protect-united.instantriskcoverage.com/login>
If you have further questions about this, please contact the church office.

- In considering the four types of groups that use out church space (under Policy, page 1):
 - Internal church groups are covered under our Insurance Policy
 - Community groups that are regular users and are part of a larger organization that have their own insurance (e.g. Girl Guides of Canada) will be required to show proof of insurance in September of each year.
 - Community groups that are regular users and approved by St Andrew’s Church Council as part of our outreach program fall under St Andrew’s insurance.
 - Community Groups that occasionally require use of our space: must provide proof of their own insurance.

Spaces in the church * Indicates room is accessible	Cost Recovery Rate for Groups renting space (Please note costs increased due to increases to operating expenses. New costs in effect: September, 2025)
*Sanctuary (not ticketed events)	* \$50/hr * \$50 for use of sound system (if required). Sound system must be operated by a St Andrew's tech person.
*Sanctuary (ticketed events)	* 10% of total revenue from advertised ticketed price with a min of \$300 <ul style="list-style-type: none"> This includes sound equipment and sound technician for the actual events; additional costs for personnel for rehearsals may be required). If using 3rd party ticket sales i.e. Event Brite, please provide a print out of ticket sales and/or record of tickets sold at door.
*Kitchen	\$15/hr (no stove, dishes, dishwasher) \$30/hr (includes stove, dishes, dishwasher) and must include an orientation by authorized personnel from St Andrews. If food preparation is involved, a member of group must have food handler's certification.
*Parlour	\$40 for up to 2 hours , and \$15 for each additional hour
Jamie Muir Room	\$15/hr
Chapel ~ <i>The chapel is reserved for gatherings that are appropriate for a chapel setting.</i>	\$50/hr
Fullerton Hall (does not include the other rooms)	\$60 for first 2 hours and \$25 for each additional hour.
Fullerton Annex (former daycare space)	\$15 per hour
Various classrooms (off Fullerton Hall)	\$10/hr each classroom
Sound Technician	For non-ticketed events: Minimum \$50 for use of equipment, based on basic need (anything else to be negotiated). In addition, the cost of personnel is \$20/hr.
Custodian – \$25 per hour <ul style="list-style-type: none"> extra cost for holiday events 	Renters are responsible for returning the space to its original setup. If you require assistance with setup or teardown (e.g., arranging chairs and tables), an additional fee for custodian time can be added to your rental agreement.

Fee Schedule for Funerals	
<i>If these fees are a barrier for you, please speak with our minister as services will not be denied due to inability to pay.</i>	
Sanctuary Rental for Funeral	\$100.00
Chapel Rental for Funeral	\$50.00
Sanctuary/Parlor Rental for Visitation (3 hours)	\$150.00
Minister	There is no fee for the minister, if the family chooses to pay them an honourium for their services, please give directly to minister.
Church Musician <i>With or without choir or soloist</i>	\$150*
Choir – <i>if choir is requested</i>	There is no fee for the choir, if the family chooses to pay them an honourium for their services, please give directly to church and it will be put in the choir fund.
Soloist (optional)	Fees will vary, to be arranged directly with soloist.
Custodial Services	\$75.00*
Sound Technician	\$50.00*
Reception catered by St Andrew's UCW – use of space included.	To be arranged with the UCW.
<i>Musician & sound tech to invoice church for services beyond regular hours. Any donation for choir goes into the Choir Fund.</i>	

Fee Schedule for Weddings - to be paid to the church directly.	
Sanctuary Rental – <i>including 1 hour for rehearsal and 1.5 hours for wedding ceremony.</i>	\$150.00
Chapel Rental – <i>including 1 hour for rehearsal (optional) and 1.5 hours for wedding ceremony.</i>	\$75.00
Hall & Kitchen (<i>if used</i>)	\$100.00
Minister	\$250* (<i>plus United Church mileage rate if at another venue</i>)
Custodial Services	\$75.00*
Sound Technician	\$50.00*
Church Musician (<i>if used</i>)	Fees to be arranged with musician.
Soloist (<i>if used</i>)	Fees to be arranged with soloist.
Reception catered by St. Andrew's (<i>if available</i>)	Fees to be arranged with UCW
<i>* Minister, sexton, sound tech to invoice church for services beyond regular hours.</i>	