

# Dundas Street Centre United Church Policy Manual

## Section: Facilities

### Title: Room Usage

Policy #: D-03

Approved/Amended: June 14, 2014; Dec. 13, 2014; May 9, 2015; Feb. 13, 2016; April 16, 2016, Feb. 10, 2018

Referral Committee: Property

#### 1. **Purpose**

This policy has been created to provide a framework and procedure for the use of rooms at Dundas Street Centre United Church (DSCUC) in view of the fact we now have multiple users on a wider scale than ever before. Any use of a room must not be in conflict with the mission and vision of DSCUC. This policy can be provided in full or in part to those using our rooms.

#### 2. **General**

2.1 Requests to use any room at DSCUC from outside persons/agencies must be routed to the Rental Coordinators subcommittee through the church office. The Space-Use Application for Non-DSCUC Groups form (Appendix A) is to be used. Any departure from the fees shown on this form, which is supported by the Rental Coordinators subcommittee, must be approved by the Unified Board. If an on-going relationship for use is established, routine changes may be booked through the church office using the Room Request and Set-Up Requirements for DSCUC Meetings, Gatherings, and Events form (Appendix B).

2.2 Requests to use a room(s) from an internal organization or member/adherent should be made through the church office to book the room(s), arrange set-up, and arrange access. The Room Request and Set-Up Requirements for DSCUC Meetings, Gatherings, and Events form (Appendix B) is to be used. Forms are available from the church office and completed forms should be handed in to the church office a minimum of two weeks prior to a booking to assist in coordination of resources and personnel. Assistance to fill in the forms is readily available, just ask the church secretary for assistance. Requests involving rent will also be routed to the Rental Coordinators subcommittee through the church office.

2.3 All users must comply with all relevant DSCUC polices such as Harassment (B-04), Violence (B-05), Privacy and Confidentiality (B-10), Workplace Safety (D-01), Nut-Free (E-02), Scent Free (E-03), and Security (D-05).

#### 3. **Special Rooms**

Sections 1 and 2 of this policy apply to all rooms but certain special rooms have additional use procedures. These special rooms with the relevant rules and procedures are described in this section.

### **3.1 Sanctuary**

- 3.1.1 Those external parties who use the sanctuary should be instructed that it must be returned to the set-up for Sunday Services in time for the services each Sunday. Exceptions to this can only be granted by the Chair of the Spirituality Committee or in his/her absence, the Chair of the Property Committee or if both are absent, the Chair of the Unified Board.
- 3.1.2 Those parties must be instructed that the grand piano can only be moved under the direct supervision of a knowledgeable Unified Board member. Serious damage can be caused if the piano is not moved properly.
- 3.1.3 Those parties must be instructed that the Pulpit can only be moved under the direct supervision of a knowledgeable Unified Board member. Serious damage can be caused if the Pulpit is not moved properly.
- 3.1.4 Use of the organ must be approved in advance by the Director of Music.
- 3.1.5 The four front doors should always be unlocked during a function in the Sanctuary, even if the panic bars themselves are kept locked. This is necessary to comply with the fire regulations. The deadbolts must be locked again after the function is over.
- 3.1.6 No food or drinks (except water) are allowed in the Sanctuary without permission from the Chair of the Spirituality Committee or in his/her absence, the Chair of the Property Committee or if both are absent, the Chair of the Unified Board.
- 3.1.7 Use of candles in the Sanctuary has to be approved the Chair of the Spirituality Committee or in his/her absence, the Chair of the Property Committee or if both are absent, the Chair of the Unified Board.

### **3.2 Ministers' Offices**

- 3.2.1 Offices for ministers are strictly private and not available for use or access by others without express permission of the minister in question.

### **3.3 Church Office**

- 3.3.1 The church office is a two function room which presents challenges for its proper use. During times when the office is officially open, it is to serve as the office of our church secretary which demands reasonable privacy. At all other times it is a multi-use general office available to many others as needed.
- 3.3.2 Procedures set out herein are intended to permit our secretary to do the role effectively, efficiently and with confidentiality as necessary. To achieve that we seek to minimize the general use of the office by others when the secretary is on duty.
- 3.3.3 If someone needs access to the office when the secretary is present, please request the assistance of the secretary who may provide help directly or invite you in. If during official office hours the secretary is not in the office you may, if necessary, enter to accomplish your task.
- 3.3.4 There are times when the secretary is undertaking confidential tasks or conversations. During these times the door will be locked and a sign posted indicating that a confidential task is in progress and no one should enter without permission.
- 3.3.5 When accessing the office, all users are requested to return any items which are used to their proper locations. Any message or document to be left for the secretary should be placed in the inbox at the corner of the desk.

### **3.4 Kitchen**

- 3.4.1 When serving food to the public, food preparation must be in accordance with the Provincial Protection and Promotion Act administered by the Middlesex London Health Unit. A certified food handler must be on site at such times and copies of these certificates must be available on site for viewing. Everyone will follow the procedures as specified in the “DSCUC Food Service Regulations and Procedures for Kitchen Volunteers” document.
- 3.4.2 All non-DSCUC groups using the kitchen must have a DSCUC kitchen contact person in place before they use the kitchen.
- 3.4.3 All coats, backpacks, purses, etc. must not be stored in the kitchen cupboards containing dishes.
- 3.4.4 Before handling food, hands must be washed thoroughly with soap for 20 seconds in the designated sink.
- 3.4.5 Food handlers are required to wear clean aprons and appropriate hair coverings. Servers are asked to wear gloves and to change them appropriately.
- 3.4.6 Kitchen apparel must be removed before leaving the kitchen and put back on upon re-entering.
- 3.4.7 Counters and tables must be sterilized before and after food is placed on them.
- 3.4.8 Before using equipment (stove, dishwasher/sterilizer, refrigerator, freezer, meat slicer and commercial can opener) a user should ask for instruction on its proper use and cleaning.
- 3.4.9 Food must only be consumed in the designated eating space.
- 3.4.10 After use the kitchen should be cleaned appropriately. Linens used should be taken home to be washed and dried, and returned to their proper location in a timely manner. All items in cupboards and drawers marked “Church Use Only” must be washed using the “3 sink method” or by using the dishwasher/sterilizer before they are returned to their proper cupboards and drawers. Dishes and cutlery in the “Every Day Use” cupboards and drawers can be washed, rinsed, dried and put back into the same cupboards and drawers.
- 3.4.11 The white china with gold trim should only be used for large events or special parties and must not be removed from the church at any time.
- 3.4.12 Any items broken or seriously damaged should be replaced.
- 3.4.13 All food items brought into the kitchen should be labelled with who it belongs to. Stickers are provided on the side of the refrigerator.
- 3.4.14 Spoiled food will be disposed of, regardless of who it belongs to.
- 3.4.15 Leftover food should not be stored in the refrigerators unless it is labelled, sealed and will be used quickly.

### **3.5 Sunday School Room(s)**

- 3.5.1 There should always be at least two adult/student helpers present with the children during planned events.
- 3.5.2 For ages under 3 the ratio is two adult/student helpers to three children. For ages 3 and over the ratio is two adult/student helpers to five children.
- 3.5.3 All primary teachers/helpers need to provide proof of having a Police records check every 5 years.
- 3.5.4 At least one of the adult/student helpers should have emergency first aid and CPR training or equivalent.
- 3.5.5 After every four or five uses (Sundays), any toys that have been played with need to be sanitized.

- 3.5.6 Each room should contain a complete first aid kit.
- 3.5.7 A fire extinguisher should be in or close at hand for each room.
- 3.5.8 All electrical outlets need safety covers.
- 3.5.9 All toxic products need to be out of reach of the children.
- 3.5.10 The rooms need to be cleaned once a week.
- 3.5.11 Details of some of these guidelines can be found in the United Church document “Faithful Footsteps”.

**Appendix A**

**Dundas Street Centre United Church (DSCUC)**

482 Dundas Street, London, ON, N6B 1W6

☎ 519-434-9173    ✉ outofthecold@golden.net    🌐 www.dundasunited.com

**SPACE-USE APPLICATION FOR NON-DSCUC GROUPS (2017)**

Please print clearly. User Guidelines and Conditions on reverse. Please return this form to the DSCUC office.

Organization:		Number in Group:	
Event Name:		DSCUC Contact Person:	
Event Coordinator:			
Contact Information:	Cell:	Email:	
Billing Address:			
Alternate Contact Person Information:	Cell:	Email:	
Requested Dates & Times: (include set-up & clean-up)			
Will there be a reception?	Yes	No	Will the kitchen be needed?
			Yes
			No

ROOMS AVAILABLE		FEES	HOURS	CHARGE
<b>Sanctuary</b>	Rehearsal days	62/hr**		
	Performance	93/hr**		
	Pulpit – remove and set-up	25		
	Pulpit chairs – remove and set-up	25		
	Piano use (special permission required)	52		
	Organ use (special permission required)	103		
	Choir loft chairs – remove and set-up	41		
	PA system – operator name:	41		
<b>Sunday School Auditorium</b>		37/hr**		
<b>Kitchen</b>	No use of kitchen utensils, china, cutlery, coffee urn, stove, etc.	26/hr		
	Use of kitchen utensils, china, cutlery, coffee urn, stove, etc.	40/hr		
	Name of group's person who will look after clean-up including washing of dishes, etc.:			
	Name of DSCUC kitchen contact person:			
<b>Chapel</b>		31/hr**		
<b>Gymnasium</b>		37/hr		
<b>S7</b>		26/hr		
<b>Other Rooms</b>	Specify:	21/hr		
<b>Tables &amp; Chairs</b>	Set-up and restacking	35		
<b>Security Fee</b>	3 hr minimum (if outside normal custodial hours)	15/hr		
		<b>SUB TOTAL</b>		
**For groups of 51-100 people, 10% will be added to fee; for groups of 100+, 20% will be added to fee.				
		<b>BASE CONTRACT PRICE</b>		

OFFICE USE ONLY				Initials
Deposit (10% or minimum \$100)	Paid:	Date:		
Balance due within 30 days	Paid:	Date:		
Security person (1):	Dates:	Amount:	Date Paid:	
Security person (2):	Dates:	Amount:	Date Paid:	
<b>Notes:</b>				

This form is part of DSCUC Policy D-03 Room Usage.

## USER GUIDELINES AND CONDITIONS FOR DUNDAS STREET CENTRE UNITED CHURCH (DSCUC)

1. All users must comply with all relevant DSCUC policies which can be viewed at [www.dundasunited.com](http://www.dundasunited.com).
2. The contact person is to make all group members aware of user guidelines and conditions.
3. All groups are to use only the areas which they have made application for; all other DSCUC areas are out-of-bounds.
4. Additional fees will be assessed if additional rooms or time is requested after a contract is signed. A minimum of a 2-week notice is needed to the DSCUC office.
5. For on-going users, rooms may be changed periodically to accommodate DSCUC functions.
6. All exterior doors must be kept locked unless monitored. No door stops, etc. to hold doors open are allowed.
7. If using the kitchen, please refer to the "Food Service Regulations and Procedures for Kitchen Volunteers" posted on the bulletin board in the kitchen. A certified Food Handler must be present if a meal is being prepared.
8. Groups are responsible for the set-up and clean-up of their own events. All rooms and adjacent facilities used by groups must be left in the same condition of repair and cleanliness as they were found upon arrival.
9. If using the Sanctuary, it must be returned to the set-up for Sunday Services in time for the services each Sunday.
10. DSCUC strives to be a nut and fragrance-free facility.
11. No smoking or alcoholic beverages are allowed in the DSCUC building. No food or beverages (other than water) are allowed in the Sanctuary.
12. All food, equipment, and other materials belonging to the groups must be removed by the close of the contract period. This includes room decorations and party supplies. Failure to meet this requirement will result in additional charges and removal of materials. Special effect devices are not permitted.
13. Telephone calls are to be restricted to emergency use only. Long distance and Directory Assistance calls are not permitted.
14. Parking is limited behind the DSCUC building. Please do not park in reserved staff parking spots in the DSCUC lot.
15. The applicant agrees to reimburse DSCUC for damages done to DSCUC premises, equipment, and grounds which is caused by any person attending the applicant's function and without limiting the generality thereof, to specifically reimburse DSCUC for any damages caused by breakage, watermarks, spills, use of improper footwear, and scratches, dents, and chips caused by moving equipment.
16. DSCUC reserves the right to maintain supervision and control of the premises during the function. Instructions of DSCUC supervisors and custodial staff are to be observed at all times and they have the authority to remove anyone for disorderly conduct.
17. DSCUC is not open on any statutory holiday.
18. The DSCUC organ and piano(s) are tuned once or twice a year. Any additional tunings will be done by DSCUC tuners at your expense.
19. On-going users will require a team to liaison with DSCUC on a regular basis to deal with any issues that might arise.
20. For some users, a contract with additional details may be required in addition to these user guidelines and conditions.
21. If the above guidelines and conditions are not observed, the DSCUC Unified Board reserves the right to terminate the tenancy or agreement.

### **Event Advertising and Inquiries**

Use of space does not constitute sponsorship of an event on the part of DSCUC. The phrase "sponsored by" may not be used in any promotional material unless approved by the DSCUC Unified Board executive. It is required that groups provide contact information in their advertising in order that patrons may make inquiries directly to them. Please ensure that "Dundas Street Centre United Church", "Dundas St Centre United Church" or "DSCUC" are the only variations used when referencing the name of the church in any advertising.

*The Applicant, in consideration of the said DSCUC approving this application, hereby acknowledges and agrees that DSCUC shall not be liable or responsible in any way for any personal injuries, property damage or loss that the Applicant, any member of the Applicant Organization, or any employee, servant, agent, licensee or invitee may sustain or suffer by reason of the use of the facility, no matter how caused.*

### **DSCUC WILL REQUIRE A COPY OF YOUR PROOF OF LIABILITY INSURANCE**

We accept the User Guidelines and Conditions of the above application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

These guidelines and conditions are part of DSCUC Policy D-03 Room Usage.

**PLEASE RETURN**  
**ONE SIGNED**  
**COPY TO THE**  
**DSCUC OFFICE**

# DUNDAS STREET CENTRE UNITED CHURCH (DSCUC)

## Room Request and Set-Up Requirements for DSCUC Meetings, Gatherings, and Events

Please print clearly. Form should be handed in to the DSCUC office at least 2 weeks prior to the event.

Organization:			
Event Name:			
Event Coordinator:			
Contact Information:	Home Cell	Work Email	
Alternate Contact Person Information:	Home Cell	Work Email	
Date of Event:			
Time and Duration of Event: (include set-up and clean-up)			
Number of People to Attend:			
Rooms Required:			
Keys Required:			
Equipment Required:	<input type="checkbox"/> Audio <input type="checkbox"/> Projector (you supply laptop) <input type="checkbox"/> Lectern <input type="checkbox"/> Special Permission Required for Organ	<input type="checkbox"/> TV/VCR <input type="checkbox"/> Tables <input type="checkbox"/> Risers <input type="checkbox"/> Other:	<input type="checkbox"/> Screen <input type="checkbox"/> Coffee Maker <input type="checkbox"/> Chairs <input type="checkbox"/> Piano
DSCUC Member/Staff on Site:			
Temperature Control:	<input type="checkbox"/> Heat	<input type="checkbox"/> Air Conditioning (if available)	<input type="checkbox"/> Fans
Room Set-Up:	Please use reverse to draw a diagram of your set-up.		
Signature of Coordinator:			

**DSCUC STAFF USE ONLY:**

This form is part of DSCUC Policy D-03 Room Usage.

Date Received in Office:

Date Added to Online Calendar:

Date Given to Custodians for Set-Up:

Set-Up Completed By:

482 Dundas Street London ON N6B 1W6

☎ 519-434-9173

✉ outofthecold@golden.net ☎ www.dundasunited.com

Regular Office Hours: Monday-Friday, 9-11:30 am-12:30-2 pm

Sunday Worship Services at 11 am

We Strive to be a Nut and Fragrance Free facility

