



Facility and Equipment Use Request, Policies and Guidelines

(revised April 2023)

Table of Contents

General	1
Fees	2
Insurance	2
Cleaning	3
Decorating.....	3
Sound	4
Kitchen	4
Damage	4
Procedures for Booking Polson Park Free Methodist Church Facilities	4
Appendix I – Polson Park Free Methodist Church Purpose and Board Approved Activities	6
Appendix II – Emergency Procedures – Polson Park Free Methodist Church	6
Appendix III – Facility Booking Form	8
Appendix IV – Equipment Request Chart	10
Appendix V – Waiver Covering Liability	11
Appendix VI – Damage Report	12
Appendix VII – Evaluation Sheet	13

Polson Park Free Methodist Church

Facility and Equipment Use Policy

Policies for use of Polson Park Free Methodist Church Facilities

Upon using the facilities at Polson Park Free Methodist Church, we require compliance with ALL of the following:

General

1. The Free Methodist Church in Canada holds that its congregations are stewards of the church property.
2. **Section 630.3.1.10 – "Use of Free Methodist Church Facilities"** – "It is the policy of The Free Methodist Church in Canada that the facilities of Free Methodist churches are to be rented or used only by individuals or groups that are compatible with the goals, values, policies and statements of The Free Methodist Church in Canada and for purposes which are compatible with the goals, values, policies and statements of The Free Methodist Church in Canada."
3. No forms of gambling, pornography, alcohol or illegal substances are allowed on this property, nor the promoting or condoning of the same.
4. It is understood that highest priority is given to requests to use the facilities for a Funeral or Funeral luncheon. Other bookings for the same time slots and areas of the facility may be cancelled or shifted to other times and/or areas.
5. When any part of the facility is being used – no children are to be left unsupervised in any area.
6. We strive but do not guarantee – to keep our facilities scent free and nut free for the comfort of those who enter.
7. A person or organization using the facility for a winter event is responsible to make sure that sidewalks are clear of ice and snow. See Appendix V – Waiver Covering Liability.
8. The Polson Park Free Methodist Church Governance Board or any member thereof is not responsible for lost or stolen articles.
9. It is the responsibility of the designated key holder for the event to ensure the doors are unlocked. It is also the key holder's responsibility to make sure all lights, stove and exhaust hood are turned off and all doors are locked when they leave the building after the event has been completed.
10. There is no smoking in the building of any kind, including vaping, as well as within 9 meters of any door.
 - a. During the hours that West End Day Care Operates, as per Ontario Law "You cannot smoke or vape on the entire premise of any child care centre or place that provides an early years program or service."

Fees

Location	Time Period	Fee
Fellowship Hall	Hourly	\$20.00 per hour
Fellowship Hall	Full Day (9am-9pm)	\$200.00
Fellowship Hall	Early Half Day (9am-2pm)	\$100.00
Fellowship Hall	Late Half Day (3pm-9pm)	\$100.00
Fellowship Hall	Extensions on Half Days	\$20.00 per hour
Kitchen	Hourly	\$20.00 per hour
Kitchen	Full Day (9am-9pm)	\$200.00
Kitchen	Early Half Day (9am-2pm)	\$100.00
Kitchen	Late Half Day (3pm-9pm)	\$100.00
Kitchen	Extensions on Half Days	\$20.00 per hour
Fellowship Hall & Kitchen	Hourly	\$30.00 per hour
Fellowship Hall & Kitchen	Full Day (9am-9pm)	\$300.00
Fellowship Hall & Kitchen	Early Half Day (9am-2pm)	\$150.00
Fellowship Hall & Kitchen	Late Half Day (3pm-9pm)	\$150.00
Fellowship Hall & Kitchen	Extensions on Half Days	\$30.00 per hour
Sanctuary	Hourly	\$25.00 per hour
Sanctuary	Full Day (9am-9pm)	\$250.00
Sanctuary	Early Half Day (9am-2pm)	\$125.00
Sanctuary	Late Half Day (3pm-9pm)	\$125.00
Sanctuary	Extensions on Half Days	\$25.00 per hour
Full Booking (Fellowship Hall, Kitchen and Sanctuary)	Hourly	\$40.00 per hour
Full Booking (Fellowship Hall, Kitchen and Sanctuary)	Full Day (9am-9pm)	\$400.00
Full Booking (Fellowship Hall, Kitchen and Sanctuary)	Early Half Day (9am-2pm)	\$200.00
Full Booking (Fellowship Hall, Kitchen and Sanctuary)	Late Half Day (3pm-9pm)	\$200.00
Full Booking (Fellowship Hall, Kitchen and Sanctuary)	Extensions on Half Days	\$40.00 per hour

11. The rental fee is due upon approval of the booking and is used to help cover the cost of cleaning supplies, utilities, wear & tear on the building and the need of a keyholder. Rental fees are not eligible for a charitable tax receipt. If the activity is canceled, the monies submitted to the church will be refunded in full.
12. Unless otherwise arranged with the Church Office Administrator the building must be cleaned and vacated by the end time of the event, not adhering to the agreed upon hours may impact other events, and result in a \$50.00 custodial charge.
13. Rental fees can be paid by:
 - a. Cash, dropped off during office hours
 - b. Cheque made out to Polson Park FMC-description Rental, dropped off during office hours or in an envelope in the mail slot of the Office front door.
 - c. e-transfer to polsongiving@gmail.com- description Facilities Rental

Insurance

14. A Certificate of Liability Insurance is required for all non ministry events and must be provided one week prior to the rental date. The Liability Insurance must:
 - a. confirm coverage for their operations on our premises,

- b. name Polson Park Free Methodist Church of Kingston as an additional insured for any legal liability arising out of the negligence of the outside party,
 - c. purchase General and Tenants Liability coverage covering a minimum of \$5,000,000; the church reserves the right to require a larger minimum coverage if circumstances warrant.
15. Polson Park has partnered with DUJO Insurance to provide our renters with reduced cost insurance. If DUJO is used;
- a. The insurance price is reduced by 20%
 - b. They will send confirmation of insurance to Polson Park on behalf of Person or organization using the facility
 - c. They will automatically add Polson Park as the additional insured
 - d. They will automatically provide the required \$5,000,000 coverage

Cleaning

16. It is understood that the person or organization is responsible for their own set-up and the facilities are to be left in the same configuration as found.
17. It is understood that the person or organization is responsible for leaving the space clean and tidy, in the same condition it was found.
- a. Cleaning supplies are provided and located in the kitchen closet
18. The person or organization are responsible for taking garbage generated from their event and depositing it in the dumpster (key location will be given at time of arrival) as well as emptying the recyclables into the appropriate bins outside when it is over.
19. If the areas rented are not cleaned appropriately a \$50.00 custodial fee will be charged.

Decorating

20. Except as authorized by the Church Office Administrator, Pastoral Staff or Custodian no sanctuary chairs or other large furnishings may be moved and nothing shall be attached to walls, furnishings, etc.
21. Thumbtacks or articles that would mark the building, the walls or the furniture may not be used.
22. All decorations must be removed immediately following any event – if any are to be left, please inform the Church Office Administrator when the booking is made.
23. Any decorations that are taken down from the walls etc. need to be replaced immediately following the event.
24. Candles can be used only if they are dripless. To comply with Fire regulations, all candles must be contained in chimneys made for candles. When candles are used they must never be left in a room unattended.
25. No confetti, rice, birdseed or other comparable items will be thrown on the property whether it be indoors or outdoors at weddings or other celebrations.

Sound

26. When the sound system is required, it will be our responsibility to provide a sound technician unless otherwise agreed upon by the Lead Pastor and/or Leader of Sound Ministry. A non-negotiable cost of \$75 per half day or \$100 per full day will be paid directly to the technician prior to the event taking place.
27. Unless otherwise agreed upon no musical instruments/equipment are to be unplugged, used, or moved. Our musical equipment and instruments are not toys and are to be treated with respect. Unless otherwise agreed upon no musical instrument/equipment are to be unplugged, used, or move.

Any and all damages will be the financial responsibility of the person or organization.

Kitchen

28. Person or organizations booking the Fellowship Hall Kitchen are expected to follow the posted Kitchen Procedures (including sanitization procedures for tables, counters and dishes as well as food storage and handling guidelines for raw and cooked food). For further instruction on these procedures, please refer to the "Kitchen Procedures" binder that is kept in the kitchen.
29. Unless the kitchen is being used for a Polson Park Free Methodist Church sponsored function, it is expected that the person or organization renting it will be responsible to bring their own napkins, coffee, tea, milk, cream and other foodstuffs and/or any disposable plates, cups and flatware that they will be using. No church resources are to be used for non ministry events.
30. At least one person who has a valid Safe Food Handling Certificate must be on site at all times during the rental period and food preparation, if the person or organization requesting to rent the facilities does not have a Safe Food Handling Certificate, the kitchen may not be rented to them.

Damage

31. If there is any damage done to the buildings, properties or equipment, whether accidental or otherwise, it is the responsibility of the person(s) in charge of the event to report said damage by advising the individual locking up the facilities and completing Appendix VI and providing it to the Church Office Administrator within 24 hours. Persons/organizations will be responsible for all repair costs to restore the damage to a comparable or original state. If an emergency arises please contact the numbers provided.
32. It is the financial responsibility of the person(s) in charge of the event to replace any noted broken and/or missing items.

Procedures for Booking Polson Park Free Methodist Church Facilities

Excerpt from CHARITIES HANDBOOK – Canadian Council of Christian Charities, Section 1 – Tax Treatment of Charities, subsection 5: Benefits to Members, page 55

"Where the charity makes its facilities available to the community for private events such as weddings and anniversaries and makes a charge for such use of its facilities, members should be expected to pay the same charge as a non-members user. If members receive preferential treatment such as a lesser charge or no charge at all, the charity could be considered to be

conferring a benefit on such persons because they are members of the charity. If this position were taken by CRA, the registered status of the charity would be placed in jeopardy.

Similarly, where a charity charges a lower price to a member than a non-member for a supply such as a book, cemetery plot, or a service such as a ticket to a performance, the charity would be placing its charitable registration at risk.”

Booking Authority

Approval for the events of members, adherents and for other groups is conditional to the agreement by the person or organization to comply with **ALL** the requirements in this document. If there is a question about legitimacy or ethics, the Church Office Administrator may pass the request over to the Lead Pastor or the Governance Board Chairperson.

Booking Procedure – for ministry events

The Church Office Administrator is contacted by the Ministry Leader to set a tentative date. If the date and time requested is available, the date is booked on the Church Office Administrator’s computer with the following information recorded – Ministry Leader’s Name booking the facilities, phone number, specific part of the facility being booked, the date and time (leaving enough time for set up before the event and tidying up after the event). The time of the event is also requested and recorded.

Booking Procedure – for non-ministry events

The Church Office Administrator is contacted to set a tentative date, either via phone call, email, or facilities rental form on the website. If a church function is planned – it is given priority. If the date is free and the event request fits within our policies, a tentative booking is booked on the Church Office Administrator’s computer with the following information recorded – Person and/or Organization booking the facilities, phone number, specific part of the facility being booked, the date and time (leaving enough time for set up before the event and tidying up after the event).

For those requesting to see the facilities a date and time for a walk through is set up.

All paperwork (Appendices III, IV and V and Certificate of Insurance if necessary) and rental payment must be completed and submitted to Church Office Administrator to be reviewed and approved before the booking is considered confirmed.

All paperwork that is submitted will be kept on file for 7 years.

Appendices

Appendix I – Polson Park Free Methodist Church Purpose and Board Approved Activities

Our Purpose: To be Polson Park...a church that loves.

Our Governance Board approved activities of Polson Park Free Methodist Church are:

- Worship services (and ancillary family get-togethers after special events such as baptisms, profession of faith)
- Weddings and funerals (as defined by The Free Methodist Church in Canada)
- Mission activities (ministries and events which help us to love and connect with our community)
- Education activities (e.g. Life Groups, Bible studies, seminars, etc.)
- Fellowship activities which help the church grow in grace and help build the body of Christ
- Community activities such as baby showers, birthday parties, anniversary celebrations and memorial celebrations, all other community activities may require approval.
- All other activities need to be approved by the Buildings and Grounds Chair and/or pastor.

Appendix II – Emergency Procedures – Polson Park Free Methodist Church

The person booking the Facility is responsible for the following with regards to safety issues:

1. familiarizing themselves with the Emergency Procedures and Fire Alarm Procedures before the planned event
2. upon arrival – note the location of the Fire Exits, Pull Alarms, Fire Safety Plan Box and Fire Extinguishers.
3. during the event
 - a. ensuring that the Fire Lanes are kept open and that no vehicles are parked in them
 - b. for evacuation purposes, noting the persons and their location in the facility at all times.

If an Emergency should arise, the actions to be taken by occupants in emergency situations are posted on each floor and read as follows:

In Case of Fire Or Gas

UPON DISCOVERY OF FIRE:

- leave the fire area immediately
- close doors behind you
- sound fire alarm using a manual pull station
- leave building via nearest exit
- call Kingston Fire Department **9-1-1**

UPON SMELLING GAS:

- leave the area immediately
- close doors behind you
- sound fire alarm using a manual pull station
- leave building via nearest exit
- call Kingston Fire Department **9-1-1**

UPON HEARING FIRE ALARM:

- leave the building via nearest exit
- close doors behind you

CAUTION

- If you encounter smoke use alternate exit.
- If smoke is heavy in the corridor, it may be safer to stay in your area and close the door. Attempt to seal all openings to prevent smoke entering the area.

REMAIN CALM

- This building is equipped with a single stage fire alarm system.
- The fire alarm system is to be activated to alert the other occupants of an emergency and to put into operation the approved fire safety plan.
- The Kingston fire department is to be notified by telephoning 9-1-1 and giving the correct address (5 miles avenue – corner of Portsmouth and miles avenues) and the exact location of the fire.

Fire Alarm Procedures For Board Members and/or Church Staff

- Ensure that the fire alarm has been activated.
- Supervise the evacuation of the occupants
- Notify the Fire Department of the emergency conditions. Dial **9-1-1** and ask for the Fire Department.
- Upon arrival of firefighters, inform the Fire Officer regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the Fire Department.
- Provide access and vital information to fire fighter's example: location of Fire Safety Plan
- See that the fire alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated.

Fire Extinguishment, Control or Confinement

Portable extinguishers can be used to extinguish small fires or control and minimize a fire until the arrival of the Fire Department. If the fire appears containable, you must first decide if you are capable of fighting the fire. The use of a portable fire extinguisher is strictly on a voluntary basis. Unless you have had recent fire extinguisher training, the actual task of extinguishing the fire should be left to the Fire Department.

In the event of a fire emergency, all occupants should leave the fire area immediately. Confine the fire by closing the door when leaving the fire area. This will keep the fire, smoke and/or fumes produced by the fire from entering into the means of egress. Your main concern is to remove people in immediate danger and ensure that nearby occupants are notified by activating the fire alarm system. Upon evacuation of the area and reaching a safe location, ensure that the Fire Department has been notified by calling "911" and asking for the Fire Department. Give the address of the building, the location of the fire, your name and telephone number. If possible, meet the arriving fire suppression crews to provide them with details of the fire emergency.

Appendix III – Facility Booking Form

For your booking to be confirmed, please complete the following:

1. Appendix III, IV, and V and return them to the Church Office Administrator.
2. Provide payment

To ensure your booking does not get cancelled, proof of insurance must be provided one week prior to date of booking, our office administrator will reach out to obtain it prior to cancelling the booking.

If your plans change, it is expected that you notify our office at your earliest convenience. The booking fee is 100% refundable. It is your responsibility to reach out to your insurance provider to cancel insurance.

Name of person/organization requesting the facilities	Click or tap here to enter text.
Mailing Address	Click or tap here to enter text.
Phone Number	Click or tap here to enter text.
E-Mail Address	Click or tap here to enter text.
Nature of the event being booked	Click or tap here to enter text.
Date(s) requested	Click or tap here to enter text.

If the activity for which the facilities will be used is a Wedding or Funeral, who will be the Officiating Pastor for the ceremony?

Name of Officiating Pastor	Click or tap here to enter text.
Church Affiliation	Click or tap here to enter text.
Officiating Pastor's Phone Number	Click or tap here to enter text.
Officiating Pastor's E-Mail Address	Click or tap here to enter text.
Officiating Pastor's Address	Click or tap here to enter text.

Usage request

	Location	Time Period	Fee
<input type="checkbox"/>	Fellowship Hall	Hourly	\$20.00 per hour
<input type="checkbox"/>	Fellowship Hall	Full Day (9am-9pm)	\$200.00
<input type="checkbox"/>	Fellowship Hall	Early Half Day (9am-2pm)	\$100.00
<input type="checkbox"/>	Fellowship Hall	Late Half Day (3pm-9pm)	\$100.00
<input type="checkbox"/>	Fellowship Hall	Extensions on Half Days	\$20.00 per hour
<input type="checkbox"/>	Kitchen	Hourly	\$20.00 per hour
<input type="checkbox"/>	Kitchen	Full Day (9am-9pm)	\$200.00
<input type="checkbox"/>	Kitchen	Early Half Day (9am-2pm)	\$100.00
<input type="checkbox"/>	Kitchen	Late Half Day (3pm-9pm)	\$100.00
<input type="checkbox"/>	Kitchen	Extensions on Half Days	\$20.00 per hour

<input type="checkbox"/>	Fellowship Hall & Kitchen	Hourly	\$30.00 per hour
<input type="checkbox"/>	Fellowship Hall & Kitchen	Full Day (9am-9pm)	\$300.00
<input type="checkbox"/>	Fellowship Hall & Kitchen	Early Half Day (9am-2pm)	\$150.00
<input type="checkbox"/>	Fellowship Hall & Kitchen	Late Half Day (3pm-9pm)	\$150.00
<input type="checkbox"/>	Fellowship Hall & Kitchen	Extensions on Half Days	\$30.00 per hour
<input type="checkbox"/>	Sanctuary	Hourly	\$25.00 per hour
<input type="checkbox"/>	Sanctuary	Full Day (9am-9pm)	\$250.00
<input type="checkbox"/>	Sanctuary	Early Half Day (9am-2pm)	\$125.00
<input type="checkbox"/>	Sanctuary	Late Half Day (3pm-9pm)	\$125.00
<input type="checkbox"/>	Sanctuary	Extensions on Half Days	\$25.00 per hour
<input type="checkbox"/>	Full Booking (Fellowship Hall, Kitchen and Sanctuary)	Hourly	\$40.00 per hour
<input type="checkbox"/>	Full Booking (Fellowship Hall, Kitchen and Sanctuary)	Full Day (9am-9pm)	\$400.00
<input type="checkbox"/>	Full Booking (Fellowship Hall, Kitchen and Sanctuary)	Early Half Day (9am-2pm)	\$200.00
<input type="checkbox"/>	Full Booking (Fellowship Hall, Kitchen and Sanctuary)	Late Half Day (3pm-9pm)	\$200.00
<input type="checkbox"/>	Full Booking (Fellowship Hall, Kitchen and Sanctuary)	Extensions on Half Days	\$40.00 per hour

Payment

An invoice will be emailed to you following the approval of your request to rent; payment is due 7 days after the approval of your request.

Please choose the payment method you will be using:

- Cash
- Cheque made out to Polson Park FMC-description Rental
- e-transfer to polsongiving@gmail.com- description Rental

Insurance

A Certificate of Liability Insurance naming Polson Park Free Methodist Church as the additionally insured is required for all non ministry events and must be provided to the Church Office Administrator as soon as possible, failure to provide an insurance policy may void your booking.

Acknowledgement

I _____, have read the entire policy, understand and agree to comply with ALL aspects of the policy.

Signature of Person(s) Requesting to Use
or Representative From Organization

Date

Section for Office Administrator use only:	
Person assigned the responsibility of key holder:	
Phone Number:	
Payment received <input type="checkbox"/> Yes <input type="checkbox"/> No	
Insurance received <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approval, if needed, for this event: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Representative of Polson Park	Date

Appendix IV – Equipment Request Chart

Fellowship Hall	
Tables & Chairs	<input type="checkbox"/>
Audio Equipment*	<input type="checkbox"/>
Sound Board *	<input type="checkbox"/>
Mics- Handheld*	<input type="checkbox"/>
Mic Stands*	<input type="checkbox"/>
Amplifiers*	<input type="checkbox"/>
Speakers*	<input type="checkbox"/>
Piano	<input type="checkbox"/>
Kitchen	
Stove & Dishwasher	<input type="checkbox"/>
Plates, Cups & Saucers & Cutlery	<input type="checkbox"/>
Sanctuary	
Audio Equipment*	<input type="checkbox"/>
Sound Board*	<input type="checkbox"/>
Mics- Handheld*	<input type="checkbox"/>
Mics- Head*	<input type="checkbox"/>
Speakers*	<input type="checkbox"/>
Amplifiers*	<input type="checkbox"/>
Wall Projector & Screen*	<input type="checkbox"/>
Mic Stands	<input type="checkbox"/>
Piano-Grand	<input type="checkbox"/>
Piano-Electric	<input type="checkbox"/>
Drums	<input type="checkbox"/>

***Audio Visual Technician required** (a \$75 half day or \$100 full day fee is to be paid directly to technician prior to event taking place.)

Appendix V – Waiver Covering Liability

As a representative of a guest group using the facilities of Polson Park Free Methodist Church, I recognize and agree that it is the sole responsibility of the guest to ensure that the participants of any activities have the requisite skills necessary, provide responsible supervision by qualified persons, and ensure that all individual safety requirements are observed by the participants. I agree to not hold Polson Park Free Methodist Church responsible in any way for an accident or injury incurred as a result of participation in this event.

I understand that without assuming any liability, and in the interest of safety, Polson Park Free Methodist Church reserves the right, through any of its employees, or through its Governance Board, to insist upon all appropriate safety rules and procedures being observed, and upon any degree of supervision it considers advisable being provided by said guest group. Polson Park Free Methodist Church also reserves the right to terminate the use of its facilities by any guest group without prior notice.

As a representative of this guest group, I understand that in the event of medical emergency, Polson Park Free Methodist Church shall not be held responsible for any injuries incurred by members of the guest group or for any cost incurred in provision of medical attention on site, or for transportation to any medical facility offsite.

I agree to the following conditions for use of the facilities:

- Sidewalks and outside ramp will be shoveled and de-iced as necessary by guest
- Stairways must be kept clear for passage
- No use of alcoholic beverages on church property
- No use of cannabis or illegal substances
- No smoking/vaping inside any buildings or within 30 feet of the exit doors

Name of Guest Group

Representative

Signature

Date

Signature of Witness (authorized Polson Park Personnel)

Date

Appendix VI – Damage Report

If there is any damage while you are using the building, please complete this form and submit to the Church Office Administrator or if after office hours put in the Ministry Centre mailbox (slot beside the front door). If the damage that you need to report is urgent, please see the list of contact numbers listed below.

Person Reporting Damage: _____

Date: _____

Time: _____

Location of damage:

Nature of Damage:

(Signature of Person Booking Facility)

(Please print name)

(Signature of Church Office Administrator)

(Date Received: DD/MM/YY)

(Signature of Chairperson of Buildings and Grounds)

(Date Received: DD/MM/YY)

For more urgent damage i.e. something that needs attention immediately, please contact:

Keyholder
Buildings and Ground Team Member
Church Office Administrator
Custodian

Tiffany Verk 613-484-5517
Lisa Robitaille 613-922-0624
Chris Trentadue 613-531-1244

Appendix VII – Evaluation Sheet

We would appreciate your feedback:

Event: _____

Name: _____

Date: _____

Part of Facility Used: Fellowship Hall Kitchen Sanctuary Sound Systems

How well did we serve you?

How could we have served you better?

We appreciate you using our facilities.

Polson Park Free Methodist Church
5 Miles Ave
Kingston, ON