

## Rental Guidelines

Weird Church believes that its facilities are a community asset that has been gifted to us by God, and that this gift is meant to be a benefit to the world God loves in and beyond our community. All rooms are available for use as long as it is congruent with the Mission and Vision of Weird Church. Groups are not required to share our faith tradition, but partner with us for the use of space in a relationship of mutual honour and respect. Signing a rental agreement includes agreeing to adhere to the anti-discrimination values and policies of Weird Church, understanding that exclusion of persons based on ability, race, religion, gender, gender identity, sexual orientation, or other factors that contribute to marginalization, is in violation of these values and policies.

### PROCEDURES:

1. Bookings shall be made through the Lead Minister or the Church Administrator or other designated person.
2. Fees for one time room use are to be given to at the time of booking and signing agreement.
3. Fees for ongoing use are to be received in advance – monthly.
4. A receipt will be provided upon request at the time of payment and record kept of each rental agreement.

### GUIDELINES:

1. Bookings (for up to one year term) will be taken on a first come, first served basis. Notwithstanding the above, Weird Church reserves the right to change or cancel room bookings with a minimum 30-day notice where conflict of uses occurs.
2. Fees:
  - a. Fees are to be below market value, reasonable and accessible in price to encourage community use of the space that is congruent with the Mission and Vision of Weird Church.
  - b. Fees are to be set on a two-tiered schedule: one for single use, and another for ongoing use.
  - c. The fee schedule shall be maintained and set by the Administrative Team of Weird Church. The Administrative Team may adjust rental rates.
  - d. Single time fees or rental rate discounts for non-profit/non-commercial groups for the purpose of deepening community relationships and encouraging rentals may be marketed at the discretion of the Administration Team in congruence with policies and mission/vision of Weird Church.
3. Priority of Use (in the following order):
  - a. Weird Church functions and groups
  - b. Pacific Mountain Regional Council
  - c. Community service and non-profit groups

- d. Congregant use
  - e. Other denominations
  - f. Other groups—excluding any group for partisan political purposes
4. Guidelines for Use of Rooms:
- a. Items may be sold for church fundraising.
  - b. Rooms may be used for recitals, concerts, plays, meetings, etc.
  - c. User groups may charge admission to their event.
  - d. User groups may sell items in order to fundraise for themselves, but not for outside businesses or commercial interests apart from them.
  - e. Smoking (tobacco or cannabis), alcohol and illegal drugs are not permitted on Weird Church property, nor within three meters of doors and windows.
  - f. When the kitchen is used, tea towels are not provided. Please bring your own and all other supplies you will need.
5. Guidelines for Care of Rooms:
- a. Groups using the facilities will leave the room(s) neat and tidy and in the correct layout as displayed in the office. This includes:
    - i. Pews clean of programs/garbage;
    - ii. Garbage removed from site;
    - iii. Carpets vacuumed and/or floors swept;
    - iv. Dishes cleaned and put away;
    - v. All user items removed or put away according to rental agreement.
  - b. Groups will not move, touch, or alter in any way the art displayed on the walls of Weird Church. If the rental requires the removal of art, the user will be in direct contact with The Gallery @ Weird Church to facilitate this with the artist(s) and the user will incur an associated cost.
  - c. Groups will not use the organ, piano, or any other instrument or equipment owned by Weird Church or other user groups unless given express permission in the rental agreement.
  - d. Repair costs for any damage will be charged to the user.
  - e. A **minimum** \$50 cleaning fee will be charged to the user in case of required cleaning.
  - f. Groups using the facilities will secure the building as they leave (lights off, doors locked, heat set back to programmed schedule). If facilities are left unlocked, there will be a \$100 fee charged to the user.
6. Insurance:
- a. The facility user shall, throughout the term of this agreement provide at its own expense and keep in force adequate insurance coverage for all activities.
  - b. A copy of your insurance coverage must be provided for our files within 30 days of your annual renewal date, or at the time of the rental agreement.

# weird church

2688 Penrith Ave. PO Box 604

Cumberland, BC

250-218-7641

[info@weirdchurchcumberland.com](mailto:info@weirdchurchcumberland.com)

[www.weirdchurchcumberland.com](http://www.weirdchurchcumberland.com)

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## 7. Accidents/Incidents:

- a. If any injury, accident, or incident occurs during the time that the group is using Weird Church, an incident report must be submitted immediately to [info@weirdchurchcumberland.com](mailto:info@weirdchurchcumberland.com) that includes the name of injured person(s), parents'/guardians' names (in the case of a child or youth), date and time of accident, type of injury, a description of the incident, names of witnesses, and any other relevant details.

## 8. COVID-19 Guidelines

- a. User groups must comply with current PHO guidelines and restrictions on indoor gatherings.
- b. Failure to comply with PHO guidelines and restrictions will result in the immediate termination of the rental agreement.

## 9. REFERENCES:

- See Weird Church Sanctuary and Room Use Fee Schedule for Rates.