

PARISH OF GONDOLA POINT  
PARISH HALL POLICY

The following policy was adopted on the motion made by Lisa McElman and seconded by Joyce McElman and carried unanimously at the October 17<sup>th</sup>, 2006, meeting of the Rector, Wardens, and Vestry as the 2006 - 48 Motion of the 2006 Corporation.

The Parish flat rate was decided after the Annual General Meeting of 2025.

1. The intent of this policy is for the Church and Congregation to derive the overall benefits from the use of the Parish Hall.
2. Parish activities within the scope of the Church sponsored program shall have priority but may be pre-empted with the Rector's permission with two weeks notice.
3. BOOKINGS:
  - a. All bookings to be made through the booking agent as appointed by the Corporation at the first meeting after each Annual Meeting.
  - b. Where the use of the Parish Hall is requested by outside groups for more than individual occasions, the request in writing will be directed to the Rector and Wardens for their approval and ratification by the Corporation.
  - c. All bookings not sponsored by the Parish or Diocese or catered by the A.C.W., require a minimum of \$2,000,000.00 of liability insurance.
4. The use of alcoholic beverages requires the approval of the rector and wardens
5. Smoking is prohibited.
6. Persons desiring use of the kitchen will notify the booking agent.
7. It is the user's responsibility to see premises are cleaned and garbage removed after each function, leaving the hall in a clean condition.
8. Outside groups wishing to use the Parish Hall facilities may be required to pay a refundable damage deposit. In the event it is necessary to have cleaning done following use, the cost will be deducted from the damage deposit.
9. Rental costs for the use of the hall are suggested as follows:

Parish or Diocesan sponsored meeting	none
Parish Member flat rate	\$ 20.00
Non-parishioners -Full Day Rental	\$100.00
Non-parishioners for Half Day Rental	\$ 50.00
Non-parishioners for meetings	\$ 25.00 per room
Other use of hall, negotiable on written request	
10. Activities restricted to ones unlikely to damage the building

11. Premises will be secured (this includes all doors and all windows), and lights turned off, heat set properly at before leaving. Report any damages or problems immediately to the booking agent and / or wardens.
  12. KEY HOLDERS:
    - a. Keys will be secured from the booking agent and returned as requested.
    - b. The key holder is responsible for the group's use of the hall.
    - c. Groups using the hall on a regular basis will sign for a key to the hall and return the key prior to May 31<sup>st</sup> each year or upon completion of their program whichever occurs first.
    - d. Anyone failing to attach proper security to the use and handling of keys signed for will lose their right to have possession of same. (No duplicates are to be made, or no keys passed to next leader. You must come in and sign out your own key.)
    - e. Keys remain the property of the Parish and must be returned on written demand.
  13. Any group using the hall is requested to abide by their day and time allotted as another function may follow. Extensions to time must be cleared with the booking agent.
  14. Use existing bulletin boards to put up material where possible or use only or other pre-authorized material on walls. Remove material prior to leaving the hall.
  15. Chairs or hall equipment used off the church property must be approved by the booking agent.
  16. Items for sale at the church are not to be brought to the hall more than one month before the sale
  17. WEDDING/RECEPTIONS:
    - a. The ACW has the prerogative to cater all wedding receptions.
    - b. The user shall be responsible for setting up and taking down of tables.
    - c. NO confetti permitted on church property.
    - d. Any damage will be the financial responsibility of the user.
    - e. Users will not hold the church responsible for any loss, damages, or injury that may occur.
  18. This policy is to be signed by every key holder and a copy posted in the Hall.
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To rent the Parish Hall, please contact our Parish Booking Agent.