



POLICY & RATES FOR BUILDING USE

WESTMINSTER UNITED CHURCH

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MAKING CONNEXIONS

with Open Hearts, Open Minds, Open Arms

Prepared by: Church Life Coordinator	Date: October 7, 2017
Approved by: Spirit Council	Date: December 12, 2017
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Approved by: Connexions Council	Date: September 2022
Revised by: Church Life Coordinator	Date: September 21, 2024
Approved by: Connexions Council	Date:

WE ACKNOWLEDGE THIS LAND: The building of Westminster United Church is located on the traditional territories of the Anishinabewaki, Attiwoonderonk and Mississauga First Nations – part of the London Township Treaty 6. We are grateful to have the opportunity to worship on this land and work toward right relations with one another. May we listen to the voice of Truth and Reconciliation that calls to us today and invites us to work toward a better tomorrow with all our relations.

PURPOSE: Westminster strives to be open – open hearts, open minds, open arms. As a church, we hope to serve and benefit others by sharing our space with those who share the same value of “openness.”

BOOKINGS: Bookings are made on a first come, first served basis, recognizing that Westminster United Church programming will take priority. Bookings are only considered complete after the date(s), time(s), and full rental agreement have been signed by both a representative of Westminster United Church and the organization, family, group leader or individual named as the “renter” and the required deposit or payment, if applicable, has been received.

Events directly tied to the mission of Westminster United Church (i.e. worship services, weddings and celebrations of life) may require regular program/group users to reschedule to a different time or location within the church. Reasonable notice will be given, along with an opportunity to reschedule at no additional cost.

RESERVATION FEE (WEDDING PACKAGES): A reservation fee of \$250 is required to be paid on the day of booking for a wedding package. The balance of the total rental fee is to be paid 30 days prior to the wedding date.

PAYMENT OF RENTAL FEES: Rental fees are to be paid to Westminster United Church within 15 days of the event.

ACCESSIBILITY: Westminster United Church is wheelchair accessible with assistance. The front entrance is equipped with a lift to access the sanctuary and Upper Room (located upstairs), Westminster Hall, Fellowship Room and accessible washroom (located downstairs). Our building is not equipped with automatic doors.

INSURANCE: Westminster United Church wants to ensure all rental users are protected in case of an accident. We require rental users to carry their own liability insurance of at least \$2,000,000.00. Proof of coverage is required by photocopy or confirmation email. Options for insurance include:

1. using your business insurance and adding our location as a second site OR
2. purchasing special event insurance OR
3. identifying Westminster United Church on personal insurance policy

CATERING: Catering options to consider in Thamesford; The Village Catering & Deli (519-285-3466) and Thamesford Pizza (519-285-3333).

TECHNOLOGY FOR CEREMONIES AND SERVICES: Slideshow presentations, videos and other media must be provided to Westminster at least three days prior to the event date. Technical equipment is to be operated only by the designated Westminster volunteer or staff member.

Sound, projection and live-streaming rates are set based on the event length not exceeding 2.5 hours. Additional fees may be added for events with longer durations.

Responsibility to ensure copyrights are not infringed in live-streaming is the responsibility of the renter. Westminster bears no responsibility for music, videos or otherwise that are live-streamed, nor will Westminster ensure their shareability.

ACCESS CODES, KEYS AND DOORS: Access codes will be provided to the renter to use for the date and time of the event(s) agreed on in the booking agreement. This code will be deactivated when not in active use. Access codes are not to be given to or shared with anyone other than the renter who is responsible for unlocking and locking the building doors. If another person is requiring entrance, the renter should contact the office at 519-285-3212.

The front entrance to Westminster Hall can be unlocked from the inside. The Church Life Coordinator can arrange for a key to be provided for the hall door if necessary.

PARKING: Westminster United Church is located on the southwest corner of George and Delatre Street(s). Fenced parking is available in the lot located on the northwest corner and additionally there is a small parking area across from the church on George Street. Roadside parking is permissible as well.

REHEARSAL TIME AND SETUP:

Family Gatherings: Set-up and clean-up time is free of charge if pre-arranged.

Not-for-profit/charity Fundraisers: Set-up and clean up time is free of charge if pre-arranged.

For-profit Businesses: Set-up and clean-up time is added to the duration of the event and charged accordingly.

Weddings: The space for the rehearsal is included in the wedding package; set up time may involve additional charges based on availability.

Celebration of Life: Set-up and clean-up is free of charge before and after the event.

KITCHEN: A volunteer will be provided by Westminster United Church to orient renters to the various kitchen appliances available for use prior to the event date. The kitchen is kept up to code as a public kitchen and inspected by Southwestern Public Health. The kitchen is approved for preparation of food intended for sale off site.

EVENTS NOT PERMITTED: Personal fundraising events such as stag and does are not permitted.

EVENTS SERVING ALCOHOL: Events serving alcohol are subject to all requirements of Alcohol and Gaming Commission of Ontario (AGCO) and the Westminster United Church Alcohol Policy. Alcohol may be served in Westminster Hall and the Fellowship Room only.

RENTAL PROCESS: The Church Life Coordinator will arrange the booking process and payments based on the policies set out in this document.

1. Contact Westminster by email, phone or submit the online form to check availability.
2. Requests for special considerations can be made to the Connexions Council through the Church Life Coordinator by contacting the office.
3. Access codes will be provided to the renter for the date and time of the event(s) agreed upon in the booking agreement.
4. All booking dates/times, policies, health and safety as well as cleaning procedures must be adhered to by all renters and guests attending.
5. If the church is reserved for a wedding, the deposit fee of \$250 is required up front at the time of reservation.
6. An invoice for rental fees will be sent to renter by Westminster United Church after the event has taken place. Services used and duration of rental will be reflected in the total cost. Payment is required within 15 days of receiving the invoice.

NOTE: The booking form, deposit (if applicable) and signed agreement are to be completed by the renter and Westminster United Church to confirm the booking. Please ensure this process is complete before advertising an event at this location.

ROOM	MAXIMUM CAPACITY	PRICE – <i>includes custodial services</i>	ADD-ON SERVICES
Sanctuary	140 seated in rows 100 at long tables 80 at tables of four (4)	\$25.00/hour	~ sound ~ projection ~ live streaming ~ elevator operator ~ kitchen usage
Westminster Hall	100 seated or standing	\$25.00/hour	~ sound ~ projection ~ elevator operator ~ kitchen usage
Fellowship Room	25 seated	\$15.00/hour	~ kitchen usage
Upper Room	15 seated	\$15.00/hour	~ kitchen usage
Kitchen	N/A	\$20.00/hour	N/A

ADD-ON SERVICES – based on event length not exceeding 2.5 hours.
 Additional fees may be added for events with longer duration.

Sound Operator	Trained individual from Westminster UC	\$75.00/event
Projection Operator	Trained individual from Westminster UC	\$75.00/event
Livestreaming	Trained individual from Westminster UC Note: Live streaming requires a sound operator	\$75.00/event
Elevator Operator	Included in sound operator's responsibility OR can be supplied by renter as trained by Westminster UC	free of charge

CHAIR AND TABLE RENTALS: Westminster United Church is willing to provide the use of chairs and tables to community members and groups for fundraising events whenever possible, free of charge. The renter is responsible for any damage incurred to chairs and tables used by the renter or any guests.

CHAIR AND TABLE RENTAL PROCESS: The Church Life Coordinator will arrange the booking process for Westminster's plastic chairs and 6', 8' or square card tables.

1. Contact Westminster United Church by email, phone or by submitting the online form to check availability.
2. The Equipment Use booking form and signed agreement are required to be completed to confirm the booking.
3. An access code will be given to the renter and activated for only the arranged date and time to pick up or return the equipment.
4. All equipment must be returned by the agreed date or charges may arise.
5. Any damage should be reported to the office immediately.

CHAIRS - 95 plastic stacking chairs

TABLES

- Ten (10) plastic 6' tables
- Ten (10) plastic 8' tables
- 20 square folding card tables

CELEBRATION OF LIFE

PACKAGE INCLUDES: (non-negotiable)	~ Use of Building (2 hours) ~ Pianist ~ Custodial Coverage ~ Elevator and Sound Operator	\$450.00
EXCLUSIONS:	~ Ordained Minister – <i>discussed privately with the family and/or Funeral Home</i>	
ADD-ON SERVICES:	~ Projection Operator ~ Livestreaming ~ Westminster Hall (social or lunch) ~ Sanctuary (visitation or social) ~ Kitchen (for catering)	\$75.00/event \$75.00/event \$25.00/hour \$25.00/hour \$20.00/hour

OFFICIANT SERVICES: Ordained Ministers, officiants, licensed lay worship leaders, or other staff members of Westminster United Church can perform services within their scope of training at different locations or venues. Each officiant may have different preferences and fees associated with their services. Please contact the office for more information.

WEDDINGS

PACKAGE INCLUDES: (non-negotiable)	~ Ordained Minister ~ Use of Building on Wedding Day (2 hrs) ~ Rehearsal Time ~ Pianist ~ Custodial Coverage ~ Elevator and Sound Operator	\$850.00
ADD-ON SERVICES:	~ Projection Operator ~ Livestreaming ~ Sanctuary Space (additional time)	\$75.00/event \$75.00/event \$25.00/hour

Please note a booking fee of \$250.00 is due on the day of booking to reserve your selected date and time. The remaining balance is to be paid at least 30 days prior to the wedding date.

REPORTING:

- please contact Cheri at 226-268-1178

EMERGENCIES:

- **Call 9-1-1**
- Non-emergent OPP Number: 1-888-310-1122
- Mental Health Emergency Hotline: 1-866-933-2023

FIRE:

- evacuate to the parking lot (check washrooms if possible to do so safely)
- **DO NOT USE THE ELEVATOR**
- take attendance of guests in the parking lot and wait for instruction from Emergency Personnel

MEDICAL:

- AED located upstairs (back wall by balcony stairs)
- first aid kits are located on the kitchen wall, hall cupboard by the exit and in the desk cupboard in the Upper Room

SEVERE WEATHER:

- all persons should gather in the washrooms or washroom hallway
- the Fellowship Room can also be used as a secondary location

ELEVATOR SAFETY:

- do not use the elevator if alone in the building
- do not use during a fire or emergency situation
- as an added safety precaution, please carry a cell phone or alert others when using the elevator

KITCHEN USAGE: The renter is responsible for the proper use and cleanliness of the kitchen space. The Westminster United Church kitchen is inspected by Southwestern Public Health.

All public health guidelines MUST be followed when using the kitchen.

The fridge and freezer can be used if space allows (please arrange this with the office first). All kitchen appliances and dishes are available for use.

The renter agrees to:

1. Clean all dishes, cutlery, serving ware, counters, sinks and appliances.
2. Pour any grease into plastic containers and place in the garbage (containers can be found in the bottom cupboard to the right of the dishwasher).
3. Clean out items from the fridge and/or freezer if used (ensure doors close properly).
4. Follow all guidelines on posted instructions in the kitchen.
5. Ensure all appliances are turned off.

DISHWASHER INSTRUCTIONS:

1. Preheat the dishwasher by pushing the red switch on the right and wait until the heat cycle is completed.
2. All dishes must be rinsed off with no food pieces remaining before filling the dishwasher rack.
3. Set rack on open dishwasher door, slide into the washer, close the door and press "Start".
4. When finished, the dishwasher will be very hot; set the rack of dishes on a large metal sheet (located to the right between counter and dishwasher) and not directly on the counter.
5. Dry dishes and put away in their respective cupboards/drawers.
6. When finished, turn the dishwasher off by pushing the red switch (one last rinse will cycle before the dishwasher shuts down).