Lakefield United Church Facilities Policy for Use of Rooms

This policy is effective June 20, 2018.
*policy updated April 2023
*policy updated May 2024

Background:

It is warranted that a policy should be in place that will guide and promote the use of space within Lakefield United Church. The Finance and Property Team of Lakefield United Church is responsible for the Use of Rooms Policy.

Values/Beliefs/Principles:

Gathering Community
Offering Compassion
Deepening Faith

We are a Christian fellowship where all people are welcomed and respected. Our church building is a gathering and meeting place for our church family and many community groups. As an inclusive and welcoming church, Lakefield United Church strives to make its physical facilities accessible to congregation members as well as to a variety of community groups and agencies. As approved in the Transformation Project Team Recommendations (2016), we wish to "maximize our effectiveness as an inclusive, affirming hub for both community and ecumenical engagement within Lakefield".

Use of Rooms Guidelines:

1. The Office Administrator will follow the guidelines found in Use of Rooms Procedures for the Office Administrator (Appendix A). The Office Administrator shall contact the Finance and Property Team in cases where the policy is unclear or conflicts arise, e.g. scheduling or the application of rates. The responsibility to recommend policy changes lies within the Finance and Property Team (2023)
2. Any individual or group from within the congregation or any community group or agency is eligible to apply for use of the church facilities.
3. The church reserves the right to refuse access when the User's aims and goals do not match the ethos of The United Church of Canada. The church secretary will consult with the *Finance and Property Team* who will discuss the matter with the Minister when questions arise related to the suitability of a Use of Rooms application.
4. Use of the Sanctuary requires the approval of the Worship committee.
5. All organizations, individuals or groups will adhere to the Lakefield United Church policies regarding use of the building where applicable. Failure to do so could result in the contract being terminated.
6. Use of church spaces shall be assigned in the following priority:
    a. Funerals and funeral receptions
    b. Community groups that have long term bookings (such as Nursery school, AA)
    c. Church functions including weddings, choir rehearsals, etc.
    d. Lakefield United Church committees and groups
    e. Other United Church groups and congregations
    f. Non-profit community organizations involved in the care and teaching of others
    g. Other non-profit community organizations
    h. For-profit organizations
    i. Individual congregation or community members
7. Use of Room fees will be charged as per the rate schedule found in Appendix B. There are three rate levels including:

(1) 100% - For-profit enterprises/individuals
(2) 75% Non-Profit
(3) 0% - Outreach

The reduced rates do not apply to staff fees, but to room rental only.

8. The operation costs per room were calculated during the development of this policy as shown in Appendix C. Costs were found to be significantly less than current Use of Room rates. Costs per room should be recalculated annually and may result in an increase in fees.
9. Congregation members are required to pay set rates for private functions *(as per CRA regulations)*
10. The AOTS and UCW groups will not be charged a Use of Room Fee, but are still required to pay the Custodian, if applicable.
11. The total fee for weddings is submitted to the church office prior to the day of the ceremony. The fee for funerals is invoiced by the church office to the funeral home handling the arrangements. The Church Treasurer issues the appropriate cheques to staff.
12. The responsibility for the set-up before events lies with the User Group in cooperation with the Custodian and Office Administrator.
13. The User will be required to sign a Memorandum of Understanding (for example see Appendix E) and a refundable damage deposit may be required. The deposit will be refunded when the church is left in good condition.
14. The User will be required to provide Lakefield United Church with a Certificate of Insurance noting a Commercial General Liability limit of not less than $2,000,000 and noting Lakefield United Church as an Additional Insured. (*note that church groups/activities, weddings and funerals are covered under the existing LUC liability insurance policy)
15. Operation of the Church's Audio-Visual (AV) equipment is not allowed unless specified by the Memorandum of Understanding.
16. Any food preparation performed at the church must conform to the regulations set out in the Food Handler Training and Certification Course as administered by Peterborough Public Health. It is the responsibility of the User to ensure that all surfaces that will be in contact with food are sanitized before and after any food preparation.
17. The use of the dishwasher is not included in the cost of kitchen or auditorium rental. There is an additional charge for the use of the dishwasher. A qualified individual must operate the dishwasher.
18. Users are responsible for the supervision and actions of the individuals involved in their group's event. The cost of repairing damages to the church, equipment or contents (over and above the value of the damage deposit) are the express responsibility of the User.
19. A contact person will be appointed to the User of the Rooms. This may be, but is not necessarily, the Custodian. The name and contact details will be indicated on the Memorandum of Understanding. A job description for Contact Person is located in Appendix F of this policy (2023). Contacts must be able to open and close the church, and be knowledgeable about how to proceed in the case of an emergency.
20. Use of Room rates will be increased annually by Bank of Canada posted inflation rate and the policy including rates will be reviewed at minimum every 4 years.
21. Associated internal group fundraising events will be subject to provisions in Appendix G

22. If use of the Lift is required for an event the rental group is responsible for being trained by the Office Administrator on its use and sign off on the Booking Checklist (Appendix I)

Appendix A – Use of Rooms Procedure for the Office Administrator
Appendix B – Use of Room Rates
Appendix C – Calculation of Use of Rooms Costs
Appendix D – Example of Terms and Conditions
Appendix E – Forms: Initial Inquiry Form, Memorandum of Understanding, Rental Receipt, Rental Security Deposit Reconciliation, Rental Custodian Pay Request
Appendix F –LUC Contact Person's Responsibilities During Use of Rooms
Appendix G – LUC Internal Fundraising Events and Financial Appeals
Appendix H – Grand Piano Usage - Instrument Care and Responsibilities for Rental at LUC
Appendix I – Booking Checklist

Appendix A - Use of Rooms Procedure for the Office Administrator

LAKEFIELD UNITED CHURCH USE OF ROOMS BOOKING PROCESS

Church Representative responds to Inquiry as promptly as possible (ideally within 72 hours – this would cover email or telephone message received on a Friday afternoon before a 3-day weekend)

Check calendar availability and assign booking #.
Explain process & rooms available, rates, discounts (if applicable) and conditions.

(a) Approve booking, complete Memorandum of Understanding and email with Terms & Conditions to contact.
OR
(b) Refer to Finance & Property Team if proposed use in questionable or fee/non profit or outreach status is questionable.

Advise all required internal persons/groups of potential booking.

When completed Memorandum of Understanding, initialed Terms and Conditions, insurance certificate and full payment received, sign Memorandum as representative of church. Keep signed/initialed copies and return signed/initialed copies to User.

Make of photocopy of users' current third party liability insurance certificate and keep this with the contract.
Insert booking on all church calendars (hall, office, website) and confirm with custodian and related persons.

FOLLOWING EVENT: On first business day following event, check with custodian and any other related persons as to any loss or breakage from event which will impact return of any Security Deposit.

Complete Security Deposit Settlement form (if applicable) and return applicable portion of deposit to User in a timely manner (mail within 7 days of event)

Appendix B - Use of Room Rates

Use of Rooms Rates

Rooms	Hourly Rate or part therefore		
Sanctuary	115		
Auditorium (includes stage)	55		
Kitchen			
Use of counters, appliances, dishes[1]	35		
Dishwasher[2]	flat rate	70	75 for training if run themselves
Friendship Room[3]	35		
Board Room[3]	35		
Sunday school classroom	35		
Basement Nursery School[4]	55		
Custodian fee (required when renting the sanctuary, auditorium, kitchen)	flat rate	85	
AV Operator OR Training on the AV System	flat rate	75	

Use of Room Rates may be discounted/ sponsored by LUC based on Community Outreach benefit and alignment with LUC mission. All flat rate fees are not discountable.

For-profit persons/companies will pay 100% of the room rate.

Non-profit organizations will pay 75% of the room rate.

Some Room Use will be considered 100% Outreach, such as AOTS and Lakefield UCW functions. Please see internal use of rooms policy for fundraising events Appendix G.

[1]Use of church dishes requires the use of the commercial dishwasher for sanitation purposes. Use of the "three-sink method" (as prescribed by Peterborough Public Health) is an acceptable alternative.
[2]The commercial dishwasher can only be run by a qualified, trained individual.
[3]Includes the use of the kitchenette
[4]Limited availability

WEDDINGS AND FUNERALS

Rooms (Sanctuary, Friendship Room, Board Room)[5]			175.00
AV Operator OR Training on the AV System		flat rate	75.00
Staff fees	**Wedding**		
	Minister		350.00*
	Organist		150.00
	Organist (rehearsal)[6]		75.00
	Custodian		150.00
	Funeral		
	Minister		350.00*
	Organist		150.00
	Custodian		85.00

Candles to be lit in candelabra (apse)	30.00
Candles to be lit in windows	60.00

[5] Service only. Any arrangements for a post-funeral service reception should be made with the office administrator.
[6] The Organist does not usually attend Friday night Wedding Rehearsals. If they are asked to attend on Friday, or asked to rehearse with other musicians, there is an additional charge of $75

Appendix C - Calculation of Room Costs

1. Total Area of the Church Building: 14,129.30 sq. ft. (see below for listing of Square Feet per Room)
2. Annual Total Maintenance Costs is the yearly sum of the costs for items as listed in the accompanying table.

Size of Rooms

Narthex	46 X 7	322	sq. ft.
Balcony	34 X 20	640	sq. ft.
Sanctuary	54 X 47	2,538	sq. ft.
- less elevator corner	10 X 10	- 100	sq. ft.
Chancel (pulpit to choir seating)	36 X 13	468	sq. ft.
Organ pipes	18 X 10	180	sq. ft.
Ramp/Walkway from Sanctuary to Friendship Room	21 X 5	105	sq. ft.
Friendship Room	29 X 24.6	713.4	sq. ft.
Closet in Friendship Room	16 X 2.6	41.6	sq. ft.
Board Room	25 X 18	450	sq. ft.
Kitchenette	11 X 6.5	71.5	sq. ft.
Hallway from main stair to secretary office	15 X 5	75	sq. ft.
Washroom	15 X 5	75	sq. ft.
Hallway from Board Room to rear stairwell	65 X 4	270	sq. ft.
Rear stairwell (south-west corner C.E.)	7 X 19	133	sq. ft.
Classroom/storage room (across from office)	9.6 X 13	124.8	sq. ft.
Closet (classroom/storage room)	2 X 6	12	sq. ft.
Choir Room	14 X 11.6	162.4	sq. ft.
Music Room/Choir office	12 X 10	120	sq. ft.
Junior Sunday school room (supplies)	12 X 15	180	sq. ft.
Junior Sunday school room	14 X 11	154	sq. ft.
Minister office	14 X 11	154	sq. ft.
Nursery room	14 X 11	154	sq. ft.
Secretary office	11.6 X 14	162.4	sq. ft.
C.E. entry vestibule	10 X 11	110	sq. ft.
Lower foyer	21 X 15	315	sq. ft.
Lower washrooms entry area	5.6 X 3	16.8	sq. ft.
Lower ladies washroom	10 X 5	50	sq. ft.
Lower men's washroom	10 X 5	50	sq. ft.
Storage/Cloakroom/Hallway	21 X 7	147	sq. ft.
Storage area (north-east corner of building)	14 X 15	210	sq. ft.
Auditorium	32.6 X 56	1,825.6	sq. ft.
Stage area	15 X 32	480	sq. ft.
Kitchen – entry area (coffee prep.)	10 X 11	110	sq. ft.
Kitchen – main area	15 X 25	375	sq. ft.
Dishwasher area	15 X 20	300	sq. ft.
Furnace Room (off dishwasher area)	10 X 12	120	sq. ft.
Hallway (access dishwasher area to nursery school)	21 X 7	147	sq. ft.
Storage area (south-west corner nursery school)	9.5 X 13.6	129.2	sq. ft.

Storage area (south of access hallway)	11 X 8.6	94.6	sq. ft.
Basement Nursery School	55 X 44	2,420	sq. ft.
Furnace Room (beside Nursery School)	11 X 19	209	sq. ft.
Elevator control room	5 X 5	25	sq. ft.
Elevator entrance @ street level	10 X 10	100	sq. ft.
	Total square feet	**14,129.3**	

Updated Maintenance Costs with 2023 Values

	2016/17	**2023**
Insurance	6,171	14,809.44
Heat	5,478	8,250.00
Hydro/Water	5,578	4,600.40
Fire alarm Maint	950	1,240
Snow/ice removal	950	1,700
Elevator maint	1288	1,372
Elevator license	100	365
Musical instruments	979	1,800
Consumables	828	incl
Maintenance supplies		1,900
Dishwasher supplies	133	incl
Furnace repair/maint	270	
Equip repair/maint	1350	
Plumbing repair	360	
Repairs/Maintenance		1.500
Janitorial contract		8,136
Equipment		500
Office Administrator (est 10% of salary)		2,000/yr
Exterior block wall maint	150/yr (1500/10 y)	300/yr (3000/10 y)
Exterior wood trim paint	1450/yr (14,500/10 y)	2000/yr (20,000/10y)
Sanc roof/reshingle	1533/yr (23,000/15y)	n/a
CE Roof reshingle	1666/yr (25,000/15y)	n/a
Friendship/Board carpet	275/yr(5500/20 y)	500/yr (10,000/20 y)
5 gas furnaces	1125/yr(22,500/20 y)	1375/yr (27,500/20y)
Dishwasher replace	330/yr (6600/20y)	350/yr (7000/20y)
Gas hot water heater	91.00/yr (1820/20y)	125/yr (2500/20y)
	$31,055.00	**$52,822.84**

Cost per square foot: (cost divided by total square footage)	31,055.00/14,129.30 **=$2.20/sq ft**	52,822.84/14,129.30 **=$3.74/sq ft**

Appendix D - Terms and Conditions

Lakefield United Church
Terms and Conditions for Use of Space

Please Read these Terms and Conditions carefully. Initial all pages.
Return signed Terms and Conditions and one signed copy of the Memorandum of Understanding with Payment to Secure your Booking.

1. On Access

1.1 The User shall only enter the building by the double doors on the right side of the building at 47 Regent Street, unless other arrangements are made.

1.2 The User shall respect the security of the building and refrain from propping open or unlocking any Church doors. Generally, the User's Contact person or the Custodian alone may unlock doors to any rooms or the building. A User of Rooms may be provided with a key at the discretion of the Office Administrator.

2. On Conduct and Security

2.1 All organizations, individuals or groups will adhere to Lakefield United Church policies regarding use of the building where applicable. Failure to do so could result in the contract being terminated.

2.2 The User accepts responsibility for the conduct of any of their guests and/or participants.

2.3 The User agrees to co-operate and not interfere with the quiet enjoyment of other Users of Space at the Church.

2.4 The User will contact their Church Contact with respect to any problems with the room. Always call 9-1-1 in case of an emergency.

2.5 The Church will not be responsible for loss and/or damage to the User's property.

2.6 No structural changes to the space are permitted.

2.7 The User will not move furniture between rooms; will place all garbage and recycling in the appropriate receptacles provided by the Church; and will leave areas used as found.

2.8 The consumption of alcoholic beverages is not permitted either within the church building or on the grounds without prior permission. Applicable licensing is the responsibility of the user and a copy of the liquor license must be provided to the Office Administrator. Smoking is only permitted outside of the church buildings.

2.9 The use of candles is not permitted for fire safety reasons, unless express prior consent is given on the Memorandum of Understanding.

2.10 Groups using space at LUC may not do so if the primary activity is gambling. Minor gambling activities are permitted as long as the gambling is incidental to the purpose of the meeting. E.g. A family holding a birthday party may draw for door prizes, a community group holding its annual meeting may raffle a quilt, a group holding a fund-raising auction may also have a 50-50 draw. Any applicable lottery license is the responsibility of the User.

2.11 No food is allowed in the Sanctuary. No beverages with the exception of water are allowed in the Sanctuary.

2.12 Operation of the Sanctuary and Auditorium sound system/AV equipment is not allowed unless specified in the Memorandum of Understanding. A fee for training or operation during an event will be charged.

2.13 The User will not operate the church lift (elevator) unless training has been completed. The User will indicate if the lift is required.

User initial_____

2.14 Church equipment including the organ, pianos, theatrical lighting, chairs, tables, sound system and kitchen are not to be used without prior arrangement. Please see Appendix H for specific instructions for instrument rentals.

2.15 It is understood that Users and their guests will make every effort to remove snow, slush and mud from their footwear in the vestibule area and make every effort not to track dirt into the church buildings.

3. General

3.1 The User agrees to use only the rooms booked for use. Booking includes use of washrooms.

3.2 The User understands that bookings are subject to change at the discretion of the Church. In the case of necessity, the Church will make every effort to contact the User at the earliest possible opportunity and provide appropriate alternative space within the building. Changes happen rarely. We make every effort to respect the needs of the User.

4. On Promoting Your Event

4.1 Promotional materials will clearly represent the name of the User, distinguish between the sponsor and Lakefield United Church, and be publicized only after confirmation of a booking. Co-sponsored events will be provided branding materials by the Office Administrator.

4.2 The Church contact information is not to be used on any publicity materials unless agreed to in the Memorandum of Understanding.

5. Kitchen

5.1 The User must follow the procedures for safe food handling as dictated by Peterborough Public Health (Food Handler Certificate). Proper hygiene, cleaning, sanitation, food storage and handling techniques must be used.

5.2 The User should not assume that surfaces have been sanitized. Any surface to come into contact with food should be cleaned and sanitized before using.

5.3 The dishwasher is not to be used without prior consent and only to be operated by a qualified person.

6. Weddings (Friday night rehearsal and Saturday ceremony)

6.1 In order to hold the date a deposit for the full amount of the Use of Rooms is required.
The full amount due (including staff remuneration) must be submitted to the church at the time of booking.

7. Administration

7.1 Payment must be received by the Church along with one copy of the signed Memorandum of Understanding to secure the booking.

7.2 A refundable, separate cheque to cover the Security Deposit, if applicable, must be submitted to the Church with the Memorandum of Understanding and payment. If the conditions of this Agreement are met by the User, to the satisfaction of the Church, the Security Deposit will be refunded in full. The User will, however, be responsible for any damage incurred through its use of the space and will be billed accordingly (over and above the Security Deposit (if necessary).

7.3 Lakefield United Church shall be saved harmless of all liability associated with the use, promotion, scheduling or availability of space. This agreement is at the exclusive risk of the User.

User initial_____

7.4 The User covenants and agrees to indemnify and save harmless Lakefield United Church and The United Church of Canada and their officers, employees, servants and agents from and against any and all claims, actions, suits, and demands of any kind whatsoever resulting from, or in any way arising out of or connected with, the User's occupation or use of the facility. The User further covenants and agrees to provide Lakefield United Church with a Certificate of Insurance noting a Commercial General Liability limit of not less than $2,000,000. and noting Lakefield United Church as an Additional Insured

7.5 The User agrees to notify the Church with change of Contact Information, as it happens.

User Signature _____

Lakefield United Church Agent _____

Date_____

Appendix E – Forms: Memorandum of Understanding, Use of Rooms Receipt, Use of Rooms Security Deposit Reconciliation, Use of Rooms Custodian Pay Request

LAKEFIELD UNITED CHURCH

MEMORANDUM OF UNDERSTANDING FOR USE OF ROOMS

We are a Christian fellowship where all people are welcomed and respected. Our church building is a gathering and meeting place for our church family and many community groups. As an inclusive and welcoming church, Lakefield United Church strives to make its physical facilities accessible to congregation members as well as to a variety of community groups and agencies.

This MEMORANDUM OF UNDERSTANDING and attached Terms and Conditions represent our agreement for use of space at Lakefield United Church.

Your request for Use of Rooms has been accepted as follows:

Name of Enquirer _____

Name of User (if different from above) _____

Name of Organization (if applicable) _____

Contact Telephone _____ E-mail _____

Mailing address _____

_____ **Booking # 20___ - _____**

Description of event _____

Special conditions/requests _____

Room	Date	Time	Length of Event	Fee
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Room Fee total _____

Additional Fee (custodian) _____

Other Additional Fees _____

Refundable Security Deposit _____

TOTAL PAYABLE TO LAKEFIELD UNITED CHURCH _____

Notes: _____

To secure your booking, please return a signed copy of this Memorandum **with a cheque for full amount payable to Lakefield United Church** at least 3 weeks (21 days) prior to the date of your event.

Cancellation A minimum of 10 days' notice ( ) prior to your booking date is required for a full refund. An administrative charge of $25.00 will be levied.
If cancellation notice of 1 to 9 days is received, 50% of total fee will be refunded. There is no refund if less than 24 hours' notice of cancellation is received.

Church Contact person _____ telephone _____

Alternate Contact person _____ telephone _____

I have read and agree to this Memorandum of Understanding and will abide by the attached Terms and Conditions for Use of Rooms at Lakefield United Church. A certificate confirming that I/we have current third party liability insurance will be submitted to the church office prior to commencement of the rental.

Date _____

I have the authority to sign on behalf of the User.

Signed _____

(print) _____

Authorized Lakefield United Church representative

_____

(print)_____

LAKEFIELD UNITED CHURCH RECEIPT

Date _____

RECEIVED FROM _____

$ _____ Fee for Use of Rooms **Booking # 20___ - _____**

$ _____ Security Deposit

$ _____ Total

_____

Authorized signature – Lakefield United Church

Lakefield United Church, 47 Regent Street, P. O. Box 267, Lakefield, ON K0L 2H0 lkflduc@nexicom.net 705-652-3126

LAKEFIELD UNITED CHURCH
SECURITY DEPOSIT SETTLEMENT USE OF ROOMS

Date _____ Booking # 20__- _____

Name _____

Address _____

_____

_____

Enclosed please find our cheque in the amount of $_____ which represents the return of your Security Deposit for the above-noted Use of Rooms booking at Lakefield United Church.
The following amounts were deducted from your deposit:

Initial Security Deposit Received $_____

Less: _____ $_____

_____ $_____

_____ $_____

Total Charges against Security Deposit $_____

TOTAL REFUNDED $_____

AUTHORIZED BY Lakefield United Church representative

_____

(print) _____

LAKEFIELD UNITED CHURCH DIRECTION TO PAY CUSTODIAN

Date _____

ISSUE A CHEQUE TO _____

$ 85.00

Custodian Fee Room Booking # 20__ - _____

Lakefield United Church, 47 Regent Street, P. O. Box 267, Lakefield, ON K0L 2H0 lkflduc@nexicom.net 705-652-3126

Appendix F – LUC Contact Person's Responsibilities During Rental

The Contact Person must stay for the entire duration of the rental.
Obtain a copy from Secretary:

- Appendix D – Terms and Conditions for use of Space
- Appendix E - Memorandum of Understanding
- obtain a key for the building from the Secretary

Contact Person may operate the lift if required. Training is a prerequisite.

Unlock the door on the right side of the building at 47 Regent St.
Turn on lights if required.
Call **911** for emergency. Address is **47 Regent St. Lakefield.** Phone is located in the church office, or on the wall outside of the kitchen. Know the location of the AED (top of the stairs in the Christian Education building)
Address with the renter if there is a problem with their guests not respecting the facility (eg. Marking crayons on tables). Ensure the renters are only using/entering the rooms they are renting.
Following the event, assess the space for any damages or loss of items and report to Office Administrator next working day to determine if security deposit is refunded.
When event is completed, Turn off all lights and lock the door when you exit.

APPENDIX G - LUC Internal Fundraising Events and Financial Appeals

Context and Background:

- LUC and associated internal groups[1] regularly host fundraising events and financial appeals to support its mission and programs.
- LUC maintenance fees have increased more than 50% from 2018-2023.
- LUC and its associated internal groups share a largely common audience.
- External groups hosting events or fundraising activities at LUC are subject to the fees and restrictions laid out in the Use of Rooms Policy.

Principles and Objectives:

Use of LUC facilities is beneficial, both as a source of revenue and in response to our commitment to Gathering Community. The associated internal groups and programs hosted at LUC in turn depend on a sustainable Lakefield United Church. The objective is co-ordination of activities and scheduling to encourage broad participation and to maximize support.

Policy Provisions:

(1) Associated internal groups are not subject to room rental fees.
(2) Scheduling must be coordinated in the context of other planned events and activities of the Church, with regular LUC church activities having priority.
(3) The purpose for which proceeds are intended should be clearly stated in requesting use of facilities and in any publicity materials.
(4) Fundraising events for any associated internal programs will be subject to a 10% contribution of net proceeds to the LUC general fund, except where the event is co-sponsored with LUC and the allocation of proceeds has been mutually agreed and is pre-determined. If the event requires AV support, lift operator, extra custodial services, etc., these costs will be addressed by the presenting group.
(5) Scheduling requests should be directed, well in advance (with a 60-day guideline), to the Church Administrator who will in turn relay such requests to: Finance, Property and Administration Team.

April, 2024

[1] *Associated internal groups* include, but are not limited to, AOTS, UCW, Music Program, Sunday School, and Youth Group.

Appendix H – Instrument Care and Responsibilities for Rental at LUC

This Yamaha C3 Grand Piano is a gift dedicated to the memory of Emily Pettypiece. Don Pettypiece, the donor and spouse has asked us to name the piano, “Emily”. The congregation feels incredibly blessed by this donation. Please review the following care instructions prior to use:

No beverages are to be placed on the piano or consumed close to the instrument.

No hands or objects are to be placed in the piano. The strings and mechanism inside the piano are not be touched by the performer or public. Piano technicians in the process of working on the piano are exempted.

The finish is to be dusted by a soft cloth only. Following any dusting, a damp cloth can be used to clean the exterior polyester finish.

Any Objects including music stands, mic stands etc, must be carefully placed to ensure that they do not touch or fall on the piano, causing damage. A full inspection of the piano will take place prior and following use by public groups. If damage has occurred, it will be the responsibility of the group renting the space to assume the expense of repair.

When the piano is not in use, the cover for the C3 Grand should be reinstalled.

Date _____

Signature _____

Print _____

APPENDIX I

Lakefield United Church Booking Process Checklist

User Group:_____ Booking #:_____

Contact info: _____

☐ Terms & Conditions and Memorandum of Agreement Sent
Date:

☐ Above agreements returned signed, dated, initialed where necessary
Date:

☐ The User will has provided Lakefield United Church with a Certificate of Insurance noting a Commercial General Liability limit of not less than $2,000,000 and noting Lakefield United Church as an Additional Insured.
(*note that church groups/activities, weddings and funerals are covered under the existing LUC liability insurance policy)
Date:

☐ Equipment Rental Training Scheduled _____
Equipment requested _____

☐ Equipment Training Completed
Date:

☐ Elevator Operating Training Scheduled _____

☐ Elevator Operating Training Completed_____

☐ Piano Use Form signed (where applicable)

☐ Payment Received Date:_____

☐ Building Keys signed out Date:_____

☐ Building Keys signed back in Date:_____

☐ Security Deposit returned, Receipt Issued
Date: