

BRECHIN UNITED CHURCH
100 - 2020 Estevan Road, Nanaimo, BC V9S 0C9
250-754-9212

USER POLICIES AND RATES

Affirming Vision Statement: As an Affirming Ministry we boldly declare that we fully welcome and include the full participation of *all* people in the life and work of the Ministry as we journey together, regardless of sexual orientation, gender identity, ethnicity, age, marital status, mental or physical ability, beliefs, cultural backgrounds, or economic circumstance. We are dedicated to being good stewards of God's world, working and living towards justice and wholeness for *all* God's people.

As scheduling permits, we welcome activities and functions from community partners and other user groups that are in keeping with our Affirming Vision Statement.

Permission to use Brechin facilities does not imply any endorsement of aims, policies or activities of any group or individual.

Brechin use is always a priority for any rooms we book. Brechin reserves the right to cancel and reschedule a room booking in exceptional circumstances if the space is required for church purposes.

Surveillance cameras are in use in the interior and the exterior of the building.

Security alarms are set, by default, to activate at 11:00 p.m. Users must notify us in advance if you anticipate your event to extend beyond 11:00 p.m.

Parking

There is limited church designated parking at 2020 Estevan Road—12 church spaces at building. Extra parking is available along Estevan Road – 10 spaces, and community parking on Beach Drive – 4-hour parking. We have permission to park at École Océane when the school is not in use and at Zougla Restaurant before 3 p.m. Wednesday to Monday and all day Tuesday. Please be respectful of our neighbours.

Policies

Smoking of cigarettes and cannabis, vaping and use of alcoholic beverages is not permitted anywhere on the premises or adjacent property.

The person representing the user group is responsible for the admission, actions and behaviours of all participants and/or spectators during the event.

The building shall be left in a clean condition. Garbage and recycling containers are available for your use. A mop, broom and dustpan are in the kitchen.

Any tables used must be wiped with disinfectant provided. Return all tables and chairs to the location from where they were taken.

All dishes must be washed in the dishwasher and returned to the drawers/cupboards where they were found. Please read and follow instructions for use of the kitchen appliances. Leave all used tea towels on the counter.

No scotch tape, staples, push pins or nails are to be used on the walls or acoustic panels. Painters tape is recommended on the drywall and must be used with caution.

You are responsible for any damages incurred on the premises.

Church equipment, including tables and chairs, is not to be used outside the building without the consent of the Properties Team Chair or designate.

Brechin minister and pianist shall be given priority for weddings and memorials.

If FOB provided for church entry, please return to Administration Office door pouch.

Booking the Facility

Application for booking the facility **must** be made to Brechin's office. The application will be reviewed by Council or a representative for approval. Please allow sufficient time for the approval process.

Tables & Chairs Available

Tables - 26 - 2 ½' x 6' 3 - 4' x 4 4 - 3' x 3'

We do not have round tables. Tablecloths are not available.

Chairs Available – 180 total

Available Facilities:

Sanctuary – Cedar 1,680 sq. ft. (capacity 150) **\$175** (up to 4 hours; additional hours \$35/hour)
(includes Daewoo Sojiin Piano, risers will accommodate 30 seated, 4 AV screens)

Chapel - 320 sq. ft. (capacity 18) **\$ 20/hour**

Arbutus Room (includes floor labyrinth, 2 AV screens) **\$ 60** (up to 3 hours; \$100 up to 8 hours)
- 750 sq. ft. (capacity 87)

Birch Room (capacity 65) \$ TBD (unavailable at present)

Library - 400 sq. ft. (capacity 26) **\$ 50** (up to 8 hours)

Audio Visual equipment & operator **\$150/2-hour minimum**, (additional hours -
(All use of AV equipment requires the use of a trained AV operator) \$25/hour)

Kitchen (includes: use of filters, NOT coffee & tea or napkins, no tablecloths)
(The dishwasher must be used to clean all dishes) **\$125**

Whole facility (not including Chapel) up to 8 hours **\$400** (additional hours - \$35/hour)
(does not include AV fees)

Whole facility (including Chapel) up to 8 hours **\$450** (additional hours - \$35/hour)
(does not include AV fees)

Providing tea/coffee/beverages

& serving food available provided by facility user **\$ 5/person**

Memorial Services

Sanctuary & Birch Room **\$175**

Minister **\$200**

Pianist **\$150**

Audio Visual equipment & operator **\$150/2-hour minimum**, (additional hours - \$25/hour)
(All use of AV equipment requires the use of a trained AV operator)

Memorial Tea **\$ 50 minimum** donation requested (no kitchen charge)
(Family provides any food required. Pastoral Care will provide tea/coffee/water and serve)

Weddings

Sanctuary & Birch Room **\$175**

Minister **\$200**

Pianist - wedding day **\$150**

- rehearsal **\$ 50**

- soloist rehearsal **\$ 50**

- music consultation **\$ 50**

Audio Visual equipment & operator **\$150/2-hour minimum**, (additional hours - \$25/hour)
(All use of AV equipment requires the use of a trained AV operator)

BRECHIN UNITED CHURCH
2020 Estevan Road, Nanaimo, BC
250-754-9212

USER APPLICATION

Name and address of user: _____

(e-mail) _____

Contact Name: _____ Title: _____

Phone Number: _____ Daytime/cell: _____ Evening: _____

Purpose of the use: _____

Date of use: _____ Time of Event: _____

Booking of facility time (including prep. & clean-up): _____

Will this be a recurring use, weekly or monthly? Yes _____ No _____

Please state frequency: _____

Will you require:	audio/visual equipment?	Yes _____	No _____
	audio/visual operator?	Yes _____	No _____
	pianist?	Yes _____	No _____
	tables?	Yes _____	No _____
	memorial tea?	Yes _____	No _____

Room(s) requested: _____

I have read the Brechin Policies and this User Application and agree to abide by the policies as stated.

Name: _____ Authorized Signature: _____

Date: _____

<p>Date Received: _____</p> <p>Confirmed: Yes _____ No _____ Confirmed by: _____</p> <p>Payments rcvd: \$ _____ Date: _____ \$ _____ Date: _____</p> <p>Notes: ___ Confirmation letter sent _____ ___ Tour/training appointment _____ ___ FOB/phone access granted ___ FOB returned/phone access removed _____ ___ Added to calendar _____ ___ Added to Fac. Use Chart _____ ___ AV paid _____ Min. paid _____</p>
--

BRECHIN UNITED CHURCH
100 - 2020 Estevan Road, Nanaimo, BC V9S 0C9
250-754-9212

INDEMNITY AGREEMENT

between

Brechin United Church (The Church)

and

_____ (The User)

Regarding the Use of Brechin United Church Property
100 – 2020 Estevan Road, Nanaimo, BC V9S 0C9

In consideration of the Church permitting the User to make use of the Church Property, the User agrees as follows:

1. The User shall indemnify and hold harmless the Church and its directors, officers, trustees, employees, members and volunteers from and against every demand, claim, proceeding, cause of action, judgment and expense, and other loss or damage arising from any injury or damage to the person or property of the User, its directors, officers, agents and employees and any person entering upon the Church property under the expressed or implied invitation of the User, including but not limited to any bodily injury to any individual (including death) occasioned in any way during the time that the individual is on the Church property pursuant to the express or implied invitation of the User.
2. The User hereby waives any and all claims and rights, including causes of legal action, which the User may otherwise have against the Church, its directors, officers, trustees, employees, members or volunteers, or any of them, in any way arising out of or connected to the use of the Church property by the User.

The User acknowledges having read the foregoing and fully understands the same.

Dated this _____ day of _____, 20____

Name of Authorized Signer

Authorized Signature