



# COTTAM UNITED CHURCH

## Policy and Procedure

USE OF FACILITY

**Approved:  
May 2024**

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# Use of Facility Policy

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Individuals/organizations wishing to rent space at Cottam United Church must contact the church office to establish availability. No spaces are available on Sundays before 12:30 hrs.

## **RENTAL FEES**

### **Single Event**

The fee for rental of the Facility is subject to the Pricing Schedule attached and is to be paid a minimum of seven (7) days prior to the event.

### **Recurring Event**

The rental fee is to be negotiated between the Renter and Cottam United Church, and will be dependent upon the individual circumstances for your group.

## **GUIDELINES**

1. All bookings and access to the facility are to be arranged through the church office.
2. Prior to the event the renter will be oriented in the following:
  - How to lock up the facility upon completion of the event
  - How to use the ovens and burners
  - Emergency phone numbers
  - Location of first aid kits
  - Fire extinguishers and fire escapes
3. Fellowship Hall maximum occupancy is 232 persons with tables and seating; 293 seating only.
4. The tables and chairs, which are present in the Fellowship Hall, are available for your use.
5. For all events, a Certificate of Insurance, often referred to as Third Party Liability, in the amount of Two Million Dollars (\$2,000,000) minimum naming Cottam United Church as an additional insured, must be provided by the Renter, and delivered to the Church Office seven (7) days prior to the event. For recurring events, this Certificate must be renewed annually and provided to the church office.

6. If alcohol is intended to be consumed on the premises an application must be presented to the Church Board twenty-one (21) days prior for review and approval by the Church Board.
7. No smoking or vaping of any kind is permitted in the building or on church property.
8. All safety and fire regulations are to be followed.
9. Rental of the Fellowship Hall includes use of the kitchen. Food is to be prepared off premises. Ovens and burners may only be used for keeping food warm. Frying of any kind is not permitted per Fire Department Regulations. No food or drink is to be left behind in the refrigerators. Anything left will be disposed of.
10. The Renter is to supply their own kitchen supplies, such as coffee, tea, sugar, tablecloths, cloths and tea towels, etc. unless otherwise agreed upon. You may use the church's coffee pots and tea kettles/carafes. Large coffee pots are not to be carried by the handles when filled.
11. Please remain within the area which you have rented, as activities may be taking place in other areas of the church. Please do not allow children to wander throughout the church.
12. You are asked to be respectful of The Church as a place of worship, and items that represent the Church in any area of the building, such as crosses, are NOT to be moved, covered, or altered in any way.
13. The Renter is to sign the Agreement attached to this Policy. If the Renter fails to comply or if there is a concern, this will be communicated to the Renter. If the concern continues, the rental agreement will be terminated in writing.
14. In the event of a recurring rental agreement, if the Church requires the space, 60 days notice will be provided.

#### **UPON EXITING**

15. All tables and chairs are to be stacked in their original location. Chairs are to be stacked a maximum of 8 high against the west wall.
16. The rented area is to be cleaned and left as it was found. Please sweep the floors if

needed. Brooms and dustpan are located in the janitor's closet.

17. All garbage is to be bagged, removed and disposed of responsibly off-site by the renter.

18. Make certain all lights are turned off, including washrooms, toilets flushed, and all doors are locked and secure.

19. An adult is to ensure the bathrooms are left clean.

***We are pleased to share this facility with you  
and thank you for observing the above***

**The Renter has read, understands, and agrees to adhere to the rules and regulations as set out in the above Policy.**

Name of Renter:

Date and Time of Rental:

Date Policy Signed:

Insurance Provided:

Signature of Renter:

Church Representative Name:

Church Representative Signature:

