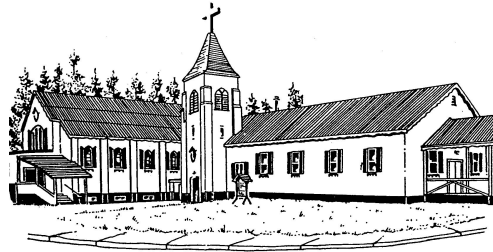


GUIDELINES & REGULATIONS  
For the periodic use of Kimberley United Church  
Facilities



1. Member Groups and User groups renting facilities must sign a Facility Rental Agreement. All are required to comply with the Facility Rental Policy and the Guidelines & Regulations. A copy of the Facility Rental Policy and Guidelines & Regulations shall be given to all Users. If the policy, guidelines, or regulations are contravened by a User, a charge of twice the applicable rental rate may be applied and future facility rental may be refused.
2. One half of the assessed User's fees, up to a maximum of \$100, must be paid at the time of booking, and the balance and any additional costs arising out of the use of the premises will be settled within 10 days after the event.
3. Proof of the User's LIABILITY INSURANCE COVERAGE is required to be filed with the Church office prior to the rental date. The liability insurance policies of Kimberley United Church do not cover non-church groups or individual Users renting facilities. If the User does not carry liability insurance coverage, the User recognizes that in signing the waiver at the end of their rental agreement, the User is responsible for any liability caused by the User's use of the facilities and that Kimberley United Church is held harmless.
4. a) Kimberley United Church reserves the right to cancel, interrupt or revise any booking with reasonable notice. On such occasions event fees and other charges will be refunded if an alternate rental agreement cannot be made.  
b) Cancellation by the User: if cancelled before one month of the event: no charge  
if cancelled 2 weeks prior to the event: 10% of fee due  
if cancelled 1 week prior to the event: 25% of fee due  
if cancelled within 1 week of the event: 100% of fee due
5. Keys necessary to enter Kimberley United Church have to be picked up and signed out during Church office hours by the User and returned no later than 2 days after event and clean-up of rented space has been completed. There is a \$20 refundable deposit on such keys upon return.
6. The use of tobacco, alcohol or illicit drugs will not be tolerated on the premises.
7. Church telephones available for use are for local calls only. The User will be charged for long-distant phone charges apparently incurred by the User.
8. Although the heating system is automatic, if heat is required thermostats may be adjusted for comfort.
9. Activities are to be kept to the rented area and supervised by the User to insure that behaviour is appropriate to the occasion. Activities not permitted: Raffles, lotteries or open fire (candles by permission). In the Sanctuary, drinking water may be consumed only by public speakers or singers. Such consumption will be confined to the Chancel area.  
NOTE: All liquids including water must be kept a minimum of 1 meter (3 feet) from the Sanctuary digital piano/organ.
10. Users are held to have inspected the premises, furnishings and equipment, and Kimberley United Church does not warrant their condition. Any of the premises or furnishings or equipment not

found in good repair or to be malfunctioning will be reported by the User to the Church Secretary in the Church Office.

11. Any equipment, fixtures or appliances to be brought onto the premises by the User must have the prior approval by the Church Secretary.
12. Use of the Kitchen is by prior agreement only. Food prepared and/or dispensed in the kitchen (or any other area of the Church must be supervised by a holder of BC Health Authority's FOODSAFE Certificate. The "Guidelines for the use of the Kitchen" will apply.
13. Advertising undertaken by the User (other than Kimberley United Church events) will only use the name "Kimberley United Church" in the context of location and will not imply its sponsorship or endorsement of the User's activities.
14. The User shall promise to pay any costs or claims which may result from this agreement and not hold Kimberley United Church, their employees, or members responsible for any and all loss, liability, claims or expenses arising out of their use and/or occupation of the premises.
15. Permission to use Kimberley United Church facilities does not imply support or endorsement for the activity of the Users by Kimberley United Church and its facilities will not be made available to any group or person to denigrate Christian beliefs or values.
16. The User is responsible for leaving their area of use in a clean and orderly condition and for the repair or replacement of any furnishings or equipment misused by the User, its members, agents or invitees. Any furnishings moved or electronics adjusted for the event will be returned to their original setting. A janitor fee will be applied should there be a need for Kimberley United Church to clean the rented area.
17. The User will ensure the building is vacated by all, the interior lights are turned off, doors are closed and exterior doors of the church are all locked before they leave the premises each day and at the conclusion of their event.

Kimberley United Church  
August 2013