



## FACILITY USE POLICY

### 1. Application and Interpretation

1.1. In this Policy:

- “Redemption” means Redemption Bible Chapel.
- “Redemption’s Beliefs” means Redemption’s mission, objects, doctrine, beliefs and principles as established by the Elder Team.
- “Member” means a member of Redemption as determined under Redemption’s by-laws.
- “Congregants” means a person, who is not a member, but attends regularly and is actively involved;
- “Premises” means any and all buildings, facilities, and surrounding grounds and parking areas owned or under the control of Redemption; and
- “Use Agreement” means the Agreement between Redemption and the user under which an approved use is permitted and conducted on the Premises.

1.2. This policy applies to (i) all applications for use of Redemption’s Premises and (ii) use of Redemption’s Premises by any approved group, organization or individual, including weddings and funerals. It does not apply to any ministry of Redemption, or activities conducted under the authority of any ministry of Redemption.

1.3. The application and interpretation of this Policy is ultimately under the authority of Redemption’s Elder Team. The Elder Team has delegated day-to-day application and interpretation of this Policy to the Senior Pastor, but he may at any time ask the Elder Team to decide in a particular case, for example, whether a proposed or actual use of the Premises is in accordance with Redemption’s Beliefs.

### 2. Background about Redemption: General Principles Guiding Consideration of a Proposed Use

2.1. Use of Redemption Premises, outside of Ministry activities, is restricted to weddings and funerals for Redemption congregants. Those considered a congregant, and ultimately, those whose approval is given for use of the Premises is at the discretion of the Elders. The Premises may not be used for rehearsal dinners or receptions. Factors such as room(s) required, set-up/takedown of tables and chairs, etc. factor into the cost. No cooking or preparation is allowed on site. Tables may not be set out for people to eat at, only “finger foods” or snacks, no meals, no Initial \_\_\_\_\_ banquets, no dinners, no sit-down eating, simply informal snacks are allowed as guests mingle.

2.2. Redemption is a church, not a hall/banquet hall.

2.3. Redemption only allows use of its Premises for activities which are in accordance with Redemption’s Beliefs. This Policy shall be interpreted and applied in accordance with Redemption’s Beliefs. The phrase “in accordance with Redemption’s Beliefs” includes that the use, or proposed use:

- includes, facilitates and/or permits, in one or more ways acceptable to the Elder Team, the advancement of the Gospel of Jesus Christ, whether through the focus of the use or proposed use itself, or where the Gospel is not the focus of the use or proposed use, the making available of Bibles and/or other gospel-centered



# REDEMPTION BIBLE CHAPEL

materials (in any form) at or in connection with the use or proposed use, so that such materials are identified, visible and conveniently located for those who might want them; and

- does not advocate or advance or represent a perspective that is contrary to Scripture, but for this purpose a secular use or proposed use that does advance or represent a perspective that touches on Scripture shall not be viewed as contrary to Scripture.

- 2.4. Redemption's mission is to glorify God through the fulfillment of the Great Commission (Matthew 28:19-20) in the spirit of the Great Commandment (Matthew 22:37-39). Its objects are to advance and teach the religious tenets, doctrines, observances and culture associated with the Christian faith.
- 2.5. Redemption is a non-charismatic, conservative, evangelical fellowship that welcomes all who know Jesus Christ as their Saviour and all who are seeking Him. Redemption believes in the verbal, plenary inspiration of Scriptures and that they are inerrant in their original writings (Psalm 119:97-104; Psalm 119:160; Matthew 5:18; John 5:46-47; John 10:35; 2 Timothy 3:15-16), and are infallible in their instruction (2 Peter 1:19), eternal in duration (Isaiah 40:8; 1 Peter 1:23-25); the final authority and the standard for faith and practice (Matthew 4:4; Psalm 119); and sufficient for counsel in every issue of life (Psalm 19:14-17; 2 Timothy 3:16). Redemption believes the very words of Scripture in the original Hebrew, Greek and Aramaic are inspired by God.
- 2.6. No non-Redemption fundraising or voluntary offerings or collections shall be held unless it has been expressly approved by the Elder Team and that approval is reflected in the Use Agreement.
- 2.7. Redemption affirms the biblical standard of marriage being between a man (as at birth) and a woman (as at birth). Any other form of marriage is contrary to Redemption's Beliefs. Other elements of Redemption's Beliefs are available through its website.
- 2.8. The requirement that any proposed use be in accordance with Redemption's Beliefs is in addition to the proposed use being approved under the factors set out in Article 3.

### **3. Criteria for Determining Eligibility to Use the Premises**

- 3.1. The following factors will be taken into consideration when determining eligibility for use of the Premises:
  - (a) whether the proposed use is in accordance with Redemption's Beliefs;
  - (b) the availability of the Premises as per section 4 (Priorities of Use);
  - (c) the impact of the proposed use on ministries or programs at Redemption;
  - (d) the risk of physical harm to the Premises or people, including the people who would use the Premises under the proposed use;
  - (e) whether the proposed use is in accordance with health and safety standards;
  - (f) whether the applicant has or will agree to sign a Use Agreement containing such terms and conditions not inconsistent with this Policy as the Elder Team may determine from time to time;
  - (g) whether the Senior Pastor believes the user will abide by this Policy and the Use agreement; and
  - (h) such other factors as the Elder Team may determine from time to time consistent with Redemption's Beliefs.



#### **4. Priorities of Use**

- 4.1. Preference will be given in the following order when resolving scheduling conflicts:
- first, to the needs of any ministry of Redemption or activities conducted under the authority of any ministry of Redemption;
    - The Premises is not available on the following dates:
      - Sundays
      - New Year's Eve
      - New Year's Day
      - The week leading up to Easter
      - Easter weekend
      - Kick-off weekend (weekend after Labour Day)
      - The week leading up to Christmas
      - Christmas Eve
      - Christmas Day
      - Boxing Day
      - The week following Christmas
      - (Facility usage on any other statutory holiday is subject to staff availability)
  - then, to any proposed use that otherwise is approved in accordance with this Policy, in this order:
    - to Members; then
    - to Congregants; then
    - to family and/or close connections of Members.

#### **5. Processing of Applications**

- 5.1. All requests for use of the Premises are made using an application in such form as the Elder Team may approve from time to time.
- 5.2. All applications are submitted to the church office. An incomplete application, or an application not accompanied by any required fee, will not be considered. Subject to the other provisions of this Policy, barring an obvious scheduling conflict with a higher-ranking use, dates are tentatively held pending a determination on the application.
- 5.3. Typically, within three weeks of receipt of a complete application, the applicant will be advised if the application has been approved.
- 5.4. The determination for all requests shall be made by a team of staff members, with the consent of the Senior Pastor. There is no appeal of a decision on an application.
- 5.5. Persons seeking to use the Premises need to be aware that Redemption reserves the right at any time to cancel or reschedule any use – even one which has been contracted with Redemption where it subsequently appears that the application was made in bad faith or contains material untruths. In all cases, Redemption shall not have any liability of any kind associated with or arising out of any change, including but not limited to costs or losses to the



# REDEMPTION BIBLE CHAPEL

User. In the case of cancellation of a proposed use, Redemption reserves the right to refund amounts paid without further liability of any kind.

## 6. Fees

6.1. Fees are not rent (Redemption does not rent their facilities for any use), but rather is a payment to offset costs for staff involvement, and are set based on:

- Amount of space and duration of use;
- Amount of facilities used (e.g., uses which make no use of audio/visual or other technical facilities will have lower fees than those that make use of such facilities);
- The extent and number of Redemption staff required to supervise or otherwise support or assist with the proposed use, for example operating equipment or cleaning;
- Fees are non-negotiable.

6.2. The fee structure is as follows:

- There is no fee for use of the facility for a funeral during normal office hours for church members or attendees as staff are already present. There is no fee for pastoral assistance in officiating the funeral or leading worship at a funeral.
- The base fee for a wedding is \$350. This includes:
  - Access to the building for a period of three (3) hours for the rehearsal, and four (4) hours for the wedding. A technician will be available for two (2) hours for the rehearsal and three (3) hours for the wedding. This is referred to as the contracted time.
  - The contracted time is from the opening of the building to closing of the building. This means that, for example, if your contracted time begins at 4:00p.m. on a Saturday for your wedding ceremony, **all decorations, guests, etc., must be completely removed from the building** by 8:00 p.m. that evening. **The building will not be accessible prior to the contracted time, nor after.**
  - The provision of the technician is to provide sound, lighting, etc., and is not negotiable.
  - If extended access to the building is required outside of these hours, it must be agreed to in advance, and the applicable fees apply.
  - This fee does not include a pastor to officiate (if a staff pastor, elder, or church leader is assigned via the wedding application process.). Please refer to the Wedding policy for suggested honorariums.
- Offsite wedding fees (payments for those participating in the wedding) will be covered in the wedding application document.
- Additional fees are as follows:

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- Refundable Deposit: A refundable deposit of \$500 is required at least two weeks prior to the wedding date, to cover the cost of damage or any extra cleaning required if decorations are left behind. The deposit will be returned within two weeks of the wedding ceremony if no damage or extra cleaning was required. If the deposit is not received within two weeks of the wedding date, the Senior Pastor or administrative staff may cancel a previously approved reservation, and Redemption reserves the right to not refund the deposit.
- Extended access: \$35/hour (to cover custodial or other staff involvement)



Initial \_\_\_\_\_ ○ Please note that we cannot guarantee the availability of a worship leader. Provision of these resources will be based on availability of our team members.

6.3. Fee Payment:

- The refundable deposit of \$500 is due upon booking, to confirm your date and contracted time.
- The base fee of \$350 is due no later than two weeks before the event date. If not paid in full, the event use may be canceled, at the discretion of the church leaders.
- The security/cleaning deposit will be returned via cheque or e-transfer within two weeks following the event.
- Fees may be paid in cash/cheque, or by sending an e-transfer to finance@rbclondon.ca.6.3. Redemption reserves the right to waive or reduce its normal fee rate structure in order to support activities that could not otherwise afford normal fees but whose use is otherwise approved in accordance with this Policy.

6.4. Upon cancellation by the applicant, any deposit will be returned as long as notice of cancellation is given one week before the proposed event date.

**7. Insurance**

Initial \_\_\_\_\_ 7.1 Redemption must be notified of any other outside vendors entering the premises, and a certificate of insurance may be required.

**8. Indemnity and Use Agreement**

8.1 Before being permitted to use the Premises, any approved user shall agree, in the Use Agreement and in a manner acceptable to the Senior Pastor and/or the Elder Team:

(a) to release, protect, defend, indemnify and hold harmless Redemption and its Elders, Ex Officio Elders, officers, employees, Members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney’s fees and other legal costs) directly or indirectly arising out of the use of the Premises;

(b) to be liable for the cost of any repairs and/or replacement of damaged equipment, fixtures or other personal property resulting from the use or caused by anyone participating in the use and, for that purpose, to accept and pay the amount as estimated or otherwise determined by Redemption;

Initial \_\_\_\_\_ (c) to accept and agree to abide by all the terms in this Policy.

**9. General and Regulations**

9.1. All uses are conditional on the agreement to abide by the regulations contained in this Policy, and the requirements and restrictions set out in the Use Agreement.



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BIBLE  
CHAPEL**

- 9.2. Approvals of any use are not transferable, and only apply to the day and time, use and applicant that was approved. Any attempt to transfer an approval is strictly prohibited and may, at the discretion of the Elder Team, result in revocation of any approval.
  
- 9.3. The Elder Team may from time to time prescribe, amend and repeal such additional rules and regulations respecting use of the Premises, including by way of example and without limitation additional information and/or requirements for one or more specific uses. Those rules and regulations shall be given the same force and effect as this Policy.
  
- 9.4. This policy supersedes all prior oral or written statements regarding use of the Premises, and all prior versions of this Policy.
  
- 9.5. Only the Elder Team can amend any part of this Policy. No one else, including no church employee, has the authority to do so.

I \_\_\_\_\_ (please print) have read, understand and agree to comply with Redemption Bible Chapel *Facility Use Policy*.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date



## FACILITY USE POLICY RESTRICTIONS AND APPLICATION

### General Restrictions

1. Users shall confine themselves to the use, number of persons and areas provided for in their Use Agreement.
2. The Premises shall not be used, and no person using the Premises shall do so, in any manner or for any purpose that conflicts with:
  - Redemption's objects, beliefs and principles or any element of this Policy;
  - any rule or regulation made by the Elder Team; or
  - any direction or instruction from a representative of Redemption on the premises.
3. No food or drinks may be taken into the auditorium (bottled water is acceptable).
4. All guests, decorations and personal items must be cleared from the building prior to the end of the contracted time in the agreement. While janitorial services are provided, the wedding party is responsible for the clean-up of all wedding decorations and general clean up and for funerals, the family, or appointed designate, should remove all flowers from  
Initial \_\_\_\_\_ the premises.
5. Redemption assumes no responsibility for the security of personal articles.
6. The use of illegal or intoxicating drugs and is not permitted and shall not occur anywhere on the Premises.
7. No alcohol of any kind shall be on the Premises.
8. No marijuana shall be on the Premises.
9. Smoking is not permitted anywhere in the church building or within 30 feet of the church building.
10. No animals are permitted inside the building except as expressly permitted by the terms of the Use Agreement or if they are a trained, official service animal.
11. The user must have and identify during the use an authorized overseer or person in charge, who shall be specified in the Use Agreement.
12. A representative of Redemption must be present during use of the Premises and has authority to make decisions on behalf of Redemption. This representative shall be the person identified in the Use Agreement or his/her designee. The  
Initial \_\_\_\_\_ user shall cooperate with and follow any directions and instructions of the Redemption representative.
13. All children under the age of 12 must be supervised by an adult over 18 at all times. All users must ensure that they provide their own supervision of children.
14. If you decide on a wedding during the month of December, please keep in mind that the church will have Christmas decorations in place. The decorations could change each year; therefore, actual pieces used during Christmas are not known until December of each year. These cannot be removed from the platform.
15. The bride, groom, wedding party, and florist may enter the building once the contracted time begins. The building will  
Initial \_\_\_\_\_ not be unlocked prior to the agreed upon start time.
16. Wedding-related deliveries and drop offs will only be accepted during the contracted hours.
17. If the Applicant requires access to the building outside of the contracted hours to show people around or discuss plans, this is permitted but must be arranged in advance and during regular business hours to ensure there isn't a conflict with other ministry related activities.
18. Please note that for any rehearsal or ceremony taking place during regular business hours, our staff will be working in  
Initial \_\_\_\_\_ the facility but will be respectful of your guests and arrangements.
19. No confetti, rice, or bubbles are permitted onsite.
20. Office supplies and equipment (including the office photocopier) are not available for use or consumption.



# REDEMPTION BIBLE CHAPEL

- 21. Due to wear and tear, breakage, and difficulty at times of getting things returned, our policy is not to lend out or rent any other Redemption components such as table clothes, plates, cutlery, lighting, coffee urns, etc.
- 22. The User is responsible for and shall pay all costs associated with breach of these Regulations, the Facilities Use Policy, or the Use Agreement, and for all loss or damage to church property caused by them, their guests and third parties providing services to them.

### Floral/Decorative Restrictions

- 23. Decorations are not permitted to be set up prior to the commencement of the contracted time.
- 24. Decorative items may be put in place during the rehearsal, unless the rehearsal is not taking place the day prior to the wedding or there is a church function happening in the room between the rehearsal and wedding. The church staff will determine this and inform the applicant at least a week prior to the wedding.
- Initial \_\_\_\_\_ 25. The Applicant is responsible to see that the church is clean when decorating is complete.
- Initial \_\_\_\_\_ 26. The church is not responsible for storing any wedding decorations. All decorations must be cleared and removed from the church building (hallways, auditorium, lobby, etc.) at the end of the contracted time on the wedding day.
- Initial \_\_\_\_\_ 27. No pins, nails, glue or tape (other than masking or painter's tape) can be used to fasten decorations to the furniture or carpet. Permission must be obtained from technician or church staff prior to using any tape to fasten anything to walls or doors.
- 28. Flower girls may use fake rose petals only. All petals must be cleaned up following the ceremony.
- 29. The applicant is responsible for ensuring the decorator is aware of these restrictions. The applicant will be held responsible for any violation of this agreement.

### Media/AV Restrictions

- 30. All media is due to the church office one week prior to the rehearsal.
- 31. Use of the camera system is not available.
- 32. No lights will be added or removed for a wedding. Standard lighting will be provided.
- 33. If you are planning on having live music, this must be pre-arranged within a week of the rehearsal, and additional costs may be incurred depending on equipment and set up.
- 34. Any devices provided to play music must be located in the production booth. Devices cannot be connected elsewhere in the auditorium.
- 35. Only designated RBC staff and assigned volunteers are permitted to use or handle the equipment.

### Room Restrictions

- 36. Use of the building is restricted to lobby areas, washrooms, and the auditorium. The availability of other rooms is restricted, and any requests for additional room usage must be agreed to in advance with written approval, and will be subject to availability and additional costs for set up, clean up, etc.

### Furniture Restrictions

- 37. If required, one or two tables can be made available for use in the auditorium and an additional one or two for the lobby. These tables are factory fold-up tables, so tablecloths provided by the wedding party will be required.
- 38. Chairs in the auditorium may not be moved, other than the front row, if desired





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BIBLE  
CHAPEL**

39. The drums and drum shield, projection screens, speakers, and lights cannot be moved or removed from the stage.  
Initial \_\_\_\_\_ Miscellaneous mics, mic stands, cords, keyboard, and music stands will be removed, by technical staff, if requested.

40. If approved by a staff member, any stage decorations may be moved to the side but cannot be removed from the stage.

41. Users shall receive permission by Redemption to utilize the kitchen/servery. If permission is granted to use the kitchen, the user is responsible for obeying the following rules:

- Only the counter space and sink may be used. The microwaves, oven, fridge, tablecloths, utensils, cutlery, dishware, platters, etc. may not be used.
- No food stored in the kitchen by Redemption may be used by the user. This includes coffee, cream, sugar, tea, and all other food items on site.
- The user must have a team of their own individuals responsible for overseeing any receiving of snacks or drinks into the building and the serving of these, as well as all clean up after the event. Failure to do so

Initial \_\_\_\_\_ may incur additional charges for the user.

I \_\_\_\_\_ (print name) have read, understand and agree to comply with Redemption Bible Chapel *Facility Use Policy Restrictions*.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



## Facility Use Application

### Applicant Information

Bride's Full Name:

Groom's Full Name:

Date of Wedding:

Time of Wedding:

Requested Contracted Time:

### Fees

Base Fee.....

Extras:

Extended Access ..... hrs. x \$35 =

Screen Operator (\$100) .....

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Total .....

Refundable Deposit Due: \$500

*By signing below, you agree to the Terms and Conditions herein.*

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Name of Applicant (Bride or Groom)

---

Signature of Applicant

---

Date

---

Name of RBC Representative

---

Signature of RBC Representative

---

Date



## Facilities Use Agreement

Date: \_\_\_\_\_

REDEMPTION BIBLE CHAPEL ("Redemption")

and

\_\_\_\_\_ (the "User")

### Background:

The User has applied for use of the facilities pursuant to an application dated \_\_\_\_\_ (the "Application")

The User intends to use the premises/facilities as identified in the Application ("Premises") for the purposes set out in the Application and subject to the terms of the Policy (as defined below) and this Agreement;

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which are acknowledged by both parties, the parties agree as follows:

1. Redemption approves the Application and agrees to provide the Premises referred to in the Application, during the time and for the use set out in the Application, on and subject to this Agreement and Redemption's Facilities Use Policy, including its Facility Use Policy Restrictions (collectively "Policy").
2. The User agrees to use the Premises during the time and for the use set out in the Application, on and subject to this Agreement and the Policy. The User confirms that the information on the Application is true and complete.
3. The Policy is part of this Agreement. The User confirms having read and understood and agrees to comply and is responsible to ensure the User's guests comply with the Policy.
4. The Attachments are part of this Agreement.
5. The User agrees to pay the fees and other amounts as specified in the Policy.
6. The User hereby:

(a) Release and Indemnity. Releases and agrees to indemnify and hold harmless Redemption and its Elders, Ex Officio Elders, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including reasonable attorney's fees and other legal costs)



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BIBLE  
CHAPEL**

(collectively, "Claims") directly or indirectly arising out of breach of this Agreement or the Policy or otherwise from or in connection with the use of the Premises, under any legal theory (e.g., contract, tort, etc.), however arising, and regardless of by or from whom the Claim is made;

(b) Liability for Damage. agrees to be liable for the cost of any repairs and/or replacement of damaged equipment, fixtures or other personal property resulting from the use or caused by anyone participating in the use of the Premises and, for that purpose, to accept and pay the amount as estimated or otherwise determined by Redemption.

7. The use of any gender in this Agreement includes all genders and singular includes the plural and vice versa.

8. This Agreement is governed by the law of the Province of Ontario.

IN WITNESS THEREOF the parties have signed this Agreement.

USER(S)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Please print) signature

Name: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Please print) signature

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Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Please print) signature