

## **Guidelines for Renting St. James Westminster for Recitals, Concerts, Special Events/ Receptions**

The buildings and facilities of St. James Westminster Anglican Church are purposed to serve the Christian ministry and mission of the parish, the Diocese of Huron and the Anglican Church of Canada.

The facilities may be rented to groups or individuals for purposes consistent with the mission and values of the Church. Determination of what rental arrangements to undertake rests with the wardens. St. James ministry events will have precedence over rentals in all cases.

No unsafe or illegal activity will be allowed, and, if such activity is engaged in contrary to policy, the rental agreement will immediately be revoked.

Rental arrangements must comply with CRA requirements for organizations with charitable tax status.

Use of facilities by parishioners for activities that are a part of life in the Church, such as baptisms, weddings and funerals, is not subject to rental fees.

At the wardens' discretion, in consultation as appropriate with the rector and/or the director of music, church facilities may be used without rental fees, by either members or non-members, for purposes that are not for profit and are consistent with the mission or outreach goals of the church. In such cases, the individual or group using the facility will pay insurance costs and, if a custodian is required, a custodial fee of \$20 an hour.

**Room rental rates** are as follows:

Church Proper	\$60 per hour
Great Hall	\$50 per hour
Westminster Lounge	\$40 per hour
Board Room	\$30 per hour
Kitchen	\$50 per hour
Gym	\$30 per hour

If the lessee (whether Parish member, or not) does not have \$2 000 000.00 **liability insurance** coverage naming St. James Westminster Church as an additional insured, insurance must be purchased and the form filled out through St. James Westminster's insurer at a cost of \$43.20. This insurance is valid for a calendar year that commences on September 1<sup>st</sup>.

A **Rental Contract** and **Special Events Physical Needs Form** must be completed and signed in all rental situations. These can be obtained on the church web-site [www.saintjameswestminster.ca](http://www.saintjameswestminster.ca) or by contacting the Administrative Assistant [office@stjameswest.ca](mailto:office@stjameswest.ca) 519-432-1915.