

Pine Grove Bible Church
Building Use Policy

In all things, we want to see the Lord honoured, the stewardship of His resources taken seriously, and love for His people and the world considered.

1. FACILITY USE FOR CHURCH MINISTRY

Our building is intended as a vessel through which our body of believers can express the grace, love, and word of God in our church and our community. Pine Grove Bible Church recognizes that its ministries are essential to accomplishing this mission. Considering this principle, church ministries will receive priority over other non-ministry related use when booking the church. Church ministries are requested to reserve the facility for their events as early as possible to avoid potential conflicts and allow planning for maintenance purposes. Bookings are to be made through the church Secretary. All events are recorded by the Secretary and will be updated on the calendar at the back of the church at the Secretary's earliest convenience. There is no charge for church ministry events. Insurance regulations and Pine Grove Bible Church policies such as Plan to Protect and no alcohol are to be followed.

2. FACILITY USE BY CHURCH ATTENDEES FOR NON-MINISTRY EVENTS

A) One-Time Events

As a church we value fellowship and accept the use of our facility by Pine Grove attendees for special occasions such as weddings, birthdays, anniversaries, etc. Booking inquiries are to be made through the church Secretary. Events are permitted depending on the availability of the facility and the concurrence of the deacons. All approved events will be recorded by the Secretary and will be updated on the calendar at the back of the church at the Secretary's earliest convenience. There is no fee for this type of booking, but the Pine Grove attendee at the event has the responsibility for lock-up and leaving the facility in good condition. A checklist has been prepared and placed on the bulletin board at the back of the church to assist with this requirement. This policy is in an effort to minimize workload for maintenance staff and keep utility costs down. If consumables (such as Styrofoam cups and paper products) are to be used, the person in charge should supply these personally, so that church stock is not depleted. Insurance regulations and Pine Grove Bible Church policies such as Plan to Protect are to be followed. Alcohol is not permitted.

B) Repeat Events

Events that fall under this category include repeat events (play groups, classes, etc.) facilitated by a Pine Grove attendee. The Pine Grove attendee must be present at every event. Requests of this nature are to be brought to the church Secretary for consideration by the deacons. In rendering a decision the deacons will consider many factors, including: the nature of the activity and facility use, church availability, potential expense, and responsibility of the individual. It is possible that

events of this nature may require a form of payment (fee / honourarium) to cover expenses incurred by the church. As noted in 2A, if consumables are to be used, the person in charge should supply these personally. Insurance regulations and Pine Grove Bible Church policies such as Plan to Protect are to be followed. Alcohol is not permitted.

3. FACILITY USE BY THOSE NOT AFFILIATED WITH THE CHURCH

A) One-Time Events

Pine Grove Bible Church recognizes that our facility may be used to bless and support the community within which we reside. If our facility is desired for use (including weddings, conferences, etc.) by an outside individual or group, our church will consider each request on an individual basis. All rental requests must be submitted through a completed questionnaire and submitted to the church secretary. The facility will not be rented for any event, regardless of who has requested the rental, which is in direct conflict with the core values or beliefs of Pine Grove Bible Church. Pine Grove Bible Church reserves the right to accept or reject any rental request at the church leadership's (deacons and elders) sole discretion with or without cause and whether or not the applicant meets the criteria for rental. Costs associated with renting the facility will be determined by the deacons. A paid representative of the church will be required to be present at the facility for the entire duration of the event at the renter's expense. The church reserves the right to require a certificate of insurance in advance of confirming any booking. Alcohol is not permitted.

B) Repeat Events

Pine Grove Bible Church has a limited capacity to host repeat events for an individual or group not affiliated with the church. While it may be possible to accommodate a rental request of this nature, it will depend on a number of factors including the frequency of the event and church availability. All rental requests must be submitted through a completed questionnaire and submitted to the church secretary. As noted in 3A, the facility will not be rented for any event, regardless of who has requested the rental, which is in direct conflict with the core values or beliefs of Pine Grove Bible Church. Pine Grove Bible Church reserves the right to accept or reject any rental request at the church leadership's (deacons and elders) sole discretion with or without cause and whether or not the applicant meets the criteria for rental. Costs associated with renting the facility will be determined by the deacons. A paid representative of the church will be required to be present at the facility for the entire duration the event at the renter's expense. The church reserves the right to require a certificate of insurance in advance of confirming any booking. Alcohol is not permitted.

(It should be noted that CEFO, Centre Evangélique Francophone d'Ottawa, shares a special relationship with Pine Grove Bible Church, involving a long-standing relationship with our Church and its leadership. This special relationship does not fall within this church use policy.)*