KNOX UNITED CHURCH
Rental/Use Structure Guidelines
(Excluding weddings/receptions-refer to 'wedding policy booklet March 2017')
(Excluding the existing Ukulele Group, the Drummers' Group and the Yoga Group)

All bookings for any area for any purpose are to be made through the <u>janitor</u>/designate.

(A)   Rentals for personal or commercial profit.
1. Sanctuary only - $ 25.00; janitor - $ 50.00, unless other arrangements are made with the janitor.
2. Hall only – per hour: $ 25.00; greater than 4 hours: $ 100.00; janitor - $ 50.00, unless other arrangements are made with the janitor.
3. Kitchen only – per hour: $ 25.00; greater than 4 hours: $ 100.00; janitor - $ 50.00, unless other arrangements are made with the janitor.
When any of these areas are used in combination the rental fee for the area will be the fee for the hall or the fee for the kitchen. (These fees are the same) The fee for the janitor will be per area used, unless other arrangements are made with the janitor.

(B)   Use of facilities for charitable fundraising.
An honorarium of $ 50.00 for the janitor will be suggested, unless other arrangements are made with the janitor.

(C)   Use of Facilities for Social Events for the Church Family
An honorarium of $ 50.00 for the janitor will be suggested, unless other arrangements are made with the janitor.

(D)   Use of Facilities for Social Events for Community Members
An honorarium of $ 50.00 for the janitor will be made, unless other arrangements are made with the janitor.

(E)   Use of Facilities for Funerals and/or Funeral Receptions
There is no fee for these.
All Events/Occasions:
No mounting objects/hangings on any walls except on the cork area
No application of tapes or adhesives except on the cork area
All garbage/recycling/compost to be secured in the appropriate bins
A Knox United Church Rental Agreement form shall be completed for all rentals in the above section "(A) Rentals for personal or commercial profit". This form with the payment shall be given to the treasurer.

Oct 2018