

Milton Gospel Hall Policy

Subject: Facility Use

Purpose: To ensure the safeguard of the property, facilities and assets.

Policy: The Milton Gospel Hall (MGH) property, facilities and equipment will only be used to support activities that are consistent with the purposes and intent of its objects and bylaws.

1. OBJECTS OF THE MILTON GOSPEL HALL

- a. To advance and teach the religious tenets, doctrines, observances, and culture associated with the Christian faith.
- b. To establish, maintain and support a house of worship with services conducted in accordance with the tenets and doctrines of the Christian faith.
- c. To support and maintain missions and missionaries in order to propagete the Christian faith.
- d. To establish and maintain a religious school of instruction for children, youth and adults.

2. PRIORITY AND DESIGNATED USES

The facilities will be use only for the following purposes and will be give preference in order of priority as outlined below:

- a. Regularly scheduled church meetings.
- b. Special meetings of the church that have been publicly announced or included in the church bulletin calendar.
- c. Ministry and outreach programs of the church that are endorsed by the church elders.
- d. Church member use for weddings, funerals, social events and personal Christian ministries.
- e. Other Christian churches or charitable organization for church services, meetings and ministries.

3. PROHIBITED USES

The facilities will not be used for commercial purposes.

4. REQUIREMENTS FOR NON-CHURCH RELATED USES

For the purposes stated in 2 (d) and (e) above:

- a. An application form must be completed by the applicant and approved by the MGH Elders as documented in the meeting minutes.

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- b. The individual or organization must sign an agreement and waiver prior to using the facilities.
- c. If the facilities are used by another organization, they must provide a certificate of liability insurance confirming coverage of the event at the location of the MGH for at least \$2 million in general and tenants legal liability insurance coverage. The certificate must also name the Milton Gospel Hall as additional insured for any legal liability arising out of the negligence of the outside party.
(Event based insurance can be obtained from Robertson Hall Insurance for churches or registered Christian charities. Other organizations can obtain coverage through PAL Insurance.)
- d. Comply with the MGH Plan to Protect document for any youth programs or events.
- e. A representative, named on the application form, must be on the premises at all times during the event and will be responsible for the orderly conduct of its participants and attendees.

5. CANCELLATION

MGH reserves the right to cancel any use agreement at any time.

6. FEES

No fees will be charged for use of the facilities.

7. GENERAL GUIDELINES

- a. User groups are restricted to only those areas of the building that have been reserved and use of equipment requested in the application form.
- b. Children must be under adult supervision at all times.
- c. No alcohol or smoking is allowed on the premises, excluding wine for communion.
- d. The MGH will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.
- e. All user groups/organizations agree to pay for any and all damages to premises and equipment.
- f. Groups using the facilities must return the room and all fixtures to their original position after use.
- g. The premises will be properly locked and the keys returned.

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8. KITCHEN USE GUIDELINES

- a. All items in refrigerators and pantries are property of the MGH.
- b. User groups must provide their own paper and plastic ware products.
- c. Leftovers are to be disposed of in proper waste receptacles – food is not to be left in refrigerators or freezers.
- d. Dishes, pots, pans and utensils must be washed and returned to their storage area.
- e. Any equipment or appliances must be returned to their proper place.
- f. Stove, oven and other appliances must be turned off.
- g. Sink, counters, stove tops, etc. must be wiped down.
- h. No deep fried cooking allowed.

Date: May 17, 2010

Milton Gospel Hall Facility Use Application Form

Name of user/ organization: _____

Purpose of use (Please describe all activities to be undertaken on the property):

Date of Use: _____

Setup Time Start: _____ End: _____

Event Time Start: _____ End: _____

Estimated number of people to occupy the facilities: _____

Request for use of the following facilities and equipment:

FACILITIES	✓
Main Floor Auditorium	
Basement Auditorium	
Basement Enclosed Room (NE Corner)	
Kitchen	
Elevator	
Baptismal Tank	
Grounds	
Other (specify below):	

EQUIPMENT	✓
Main Floor Sound System	
Portable Sound System	
Floor Digital Projector	
Portable Digital Projector	
Stove	
Microwave	
Fridge	
Laptop	
LCD Screen & DVD Player	
Fireplace	
Other (specify below):	

Name of contact person: _____

Day Time Phone: _____ E-mail: _____

Milton Gospel Hall Facility Use Application Form

User Agreement:

I / We agree to....

1. The facility use policy and guidelines.
2. Be responsible for actions of all guests and participants using the facilities, equipment and property.
3. Provide the required certificate of insurance prior to the day of the event. Failure to provide insurance will result in cancellation of use of facilities without any further notice.
4. Report any damages to facilities and equipment and to pay for repair or replacement.
5. Waive any legal liability against the Milton Gospel Hall by the occupants and indemnify the Milton Gospel Hall for the cost of any legal liability arising out of bodily injury or property damage caused by the occupant's neglect.
6. That the information provided is accurate and true.

Must be signed by the responsible individual or an authorized organization representative.

Signature: _____ Date: _____

Print Name: _____

For Administrative Purposes:

Application: Granted Denied Date reviewed: _____

Insurance certificate received: Yes No

Keys given to: _____ Date: _____

Date keys returned: _____

Milton Gospel Hall member volunteers required to support event:

Name	Responsibilities
_____	_____
_____	_____
_____	_____