



# Facility Use & Rental Policy 2022

Admin Offices: 439 Hwy 33 West | Kelowna BC | V1X 1Y2

Office Hours: Monday – Thursday | 9am-3pm

Phone: 250-765-6622

Email: [info@willowparkchurch.com](mailto:info@willowparkchurch.com)

Web: [www.willowparkchurch.com](http://www.willowparkchurch.com)

## A. WILLOW PARK CHURCH (WPC) VISION:

*Our Vision is to see lives transformed by Jesus in the Okanagan Valley.*

It's all about **REAL** life as God intended. Each letter represents an aspect of life we continually work and pray towards as a church.

The **Redeemed Life** is where it all begins - Gospel centred life. We live in a broken world - anyone can see that. We believe it is God's plan to rescue (redeem) and transform those who love and believe in Him. Many of our programs are designed to introduce people to Jesus for the first time - Alpha, Living Nativity and Community Groups to name a few.

The **Empowered Life** is where we really begin to change! God loves us too much to leave us the way were. We all have baggage and issues that God wants to heal and change. The Holy Spirit continually points us to a better way - Jesus living in us and changing us - constantly filled with the Holy Spirit. He continually changes us (sanctifies) us, equips us and calls us to grow. Our key ministry programs for the Empowered Life is "Set Free" and Community Groups.

The **Active Life** describes what we are called to DO and how we are called to be representatives of Jesus in our world. We gather at the weekends and then we "scatter" throughout the week. We serve our church but then we also seek to serve our community. Life Tracks is the program at WPC that helps people discover their God given natural strengths as well as their spiritual gifts.

The **Listening Life** is where we believe true life is found. It's that connection with God that often leaves us without words. Learning to hear his voice as we pray and connect with living and actively involved God. Prayer is of ultimate importance in our church and we make it a high priority in all we do.

## B. ACTIVITY GUIDELINES

1. All activities of all users of the facility of WPC shall not conflict with the the [Confession of Faith of the Canadian Conference of Mennonite Brethren Churches \(CCMBC\)](#).
2. Rental by any group does not mean that WPC endorses the beliefs and practices of the rental group.
3. Alcohol may not be served on the premises at any time. Smoking is not permitted in our building(s) at any time. There is no designated smoking area available.
4. WPC reserves the right to permit others to use and occupy the facilities at the same time as the user/renter.
5. If information provided in the rental agreement is found to not be accurate, the event may be cancelled without notice or while in progress with no refund.

## C. PRIORITIZING OF FACILITY USE

Facility rental requests will be considered according to the following list of priorities. Determining where your request belongs within this priority framework is a responsibility belonging to the leadership of WPC and its designated staff members.

1. All events and activities that are under the full authority, control and supervision of staff or volunteers of WPC.
2. All activities of the Mennonite Brethren denomination and its related organizations (e.g. MBMSI, CBC, Camps, BCMB, CCMBC).
3. Other charitable groups with similar purposes. For example, other community churches, and para-church organizations whose goals are very similar in nature with those of Willow Park Church (e.g. MCC)
4. Not-for-profit organizations that by word and deed support the charitable purposes of WPC.
5. Weddings, funerals, memorials and celebrations that are not activities that can be categorized as being church events.
6. Government and community sponsored activities.
7. For profit activities and events.

## D. FEES

1. All booking fees are based on a *minimum 4 hour booking* (see Rental Fee Structure). Additional fees will apply to events over 4 hours on a per hour basis. Please contact the church office for full day use rates.
2. The use of WPC for a funeral, memorial or celebration of life, subject to availability, is *free of charge*. Custodial and tech fees still apply.
3. All other activities (e.g. weddings and other celebrations, & government and community sponsored activities) will be considered based on availability. These activities will be charged the standard facility rental rates outlined in this policy.
4. Church members may not benefit from a reduction in rates or charges as prescribed by the Canada Revenue Agency.
5. A mandatory custodial fee will be applied to **all** WPC facility rentals.
6. For certain events, such as weddings etc, an honorarium is customary for clergy. Payment of honorariums may be given directly to the officiating Pastor.
7. For certain large events a paid WPC site host may be required at a rate of \$25/hour for a minimum of 4 hours. Please contact the office for more information.

## E. INSURANCE

1. The insurance policy of WPC does not cover liability for rental groups, their guests or participants.
2. If you are a group or company that carries general liability insurance, WPC requires a certificate of liability insurance confirming coverage for your event (minimum \$5,000,000) and *naming the following as additionally insured* for any legal liability resulting from negligence on your part, or that of your guests:

- Willow Park Church Mennonite Brethren (439 Hwy 33 W, Kelowna, BC, V1X 1Y2) **AND**
- The BC Conference of the Mennonite Brethren Churches (302-32025 George Ferguson Way, Abbotsford, BC, V2T 2K7)

*This is not open to negotiation as our British Columbia Conference of Mennonite Brethren Churches (BCMB) insurance does not provide coverage for rental groups or their participants.*

3. Any other rental groups or users must indemnify Willow Park Church of all responsibility with regard to injury or damage while on the premises (indemnity agreement is included in the Rental Contract and must be signed).
4. Extreme sports or other activities involving elevated risk to persons involved must be disclosed before any rental agreement is signed. Appropriate insurance coverage may need to be obtained and evidence of coverage submitted to the WPC Office.
5. Each user group and renter is responsible for the behavior of their own guests and participants. Any damage done to the church or church property by guests and participants will be the responsibility of the renter and must be reported to the church office. Compensation for damage caused by negligence may be required.

## F. DEPOSIT, PAYMENT & REFUNDS

1. To *secure* the date of your booking we require:
  - a. A completed WPC Facility Rental Application (online)
  - b. A signed WPC Rental Contract
  - c. A certificate of liability insurance OR a signed indemnity agreement (in the WPC Rental Contract)
  - d. A booked walkthrough (max 30 minutes)
  - e. A deposit of 50% of the total rental cost
2. The *final balance* is due no later than the last business day prior to the event, or your reservation may be cancelled. For your convenience, we do accept post-dated cheques at the time of contract signing.
3. Events cancelled up to 3 days *prior* to the event date will receive a full refund. Bookings cancelled within 3 days of the event will be refunded less the custodial fee of \$100.

## G. KITCHEN GUIDELINES

1. Kitchen facilities must be supervised by a person with a Food Safe certificate (the WPC office must have a copy of the certificate on file).
2. Kitchen use requests and rentals (main kitchen or upper room kitchen) must be approved by the WPC Kitchen Manager. A facility walkthrough will need to be *scheduled prior to the event* to ensure that all equipment is used and cleaned properly.
3. The Kitchen Safety Plan must be followed and will be provided by the WPC Kitchen Manager.

## H. FOOD & BEVERAGES

1. All renters will arrange for their own food and beverages.
2. Alcohol is not permitted on the premises.
3. Coffee/Tea service can be added to a rental for a standard fee (includes coffee, tea, creamer, sugar, cups & lids).
4. No food and beverages may be served in areas not arranged for ahead of time.

## I. TECHNICAL EQUIPMENT, MEDIA & LIVESTREAMING

1. Specific electronic equipment owned by WPC (e.g. sound and media in the Auditorium & Gymnasium and any livestreaming equipment) must be operated by a member of our staff or tech team. Standard rates apply:

Tech Required:	<ul style="list-style-type: none"> <li>▪ Lyrics/Media</li> <li>▪ Multiple Speaking Microphones</li> <li>▪ Live Music</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lyrics/Media</li> <li>▪ One Speaking Microphone</li> <li>▪ Livestream (static shot)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lyrics/Media</li> <li>▪ Multiple Speaking Microphones</li> <li>▪ Live Music</li> <li>▪ Livestream (multiple cameras)</li> </ul>	Cost:
Live Sound Technician	✓	✓	✓	\$100 Up to 4 hours including rehearsal
Livestream Technician		✓	✓	\$100 Up to 4 hours including rehearsal
Broadcast Sound Technician			✓	\$100 Up to 4 hours including rehearsal
Media Operator	✓	✓	✓	\$100 Up to 4 hours including rehearsal
Camera Operator(s)			✓	\$50 up to 2 hours

2. WPC will provide any audio and/or media cables needed in rooms not requiring tech team members. Instructions will be provided during the facility walkthrough.

### **Auditorium/Gymnasium Media Presentations:**

- Slideshow/Video presentations and Audio/Music Playlists must be submitted two (2) days in advance to allow for testing with our system.
- Slideshow presentations must be submitted as either PowerPoint format (.pptx), or a series of JPEG (.jpg, .jpeg) image files named numerically in sequential order, along with a note of the desired duration of each slide.
- If your presentation includes any audio, such as background music, it must be submitted as a video file with audio embedded.
- Video files/presentations must be submitted as either H.264 or MOV codec, in an MP4 (.mp4) or MOV (.mov) container. If you are unsure, please contact our Technical Director Adam Price ([aprice@willowparkchurch.com](mailto:aprice@willowparkchurch.com)) at least three (3) days in advance. We are unable to accommodate YouTube/online video streaming links.
- Audio files/Music Playlists must be submitted as either MP3 (.mp3) or WAV (.WAV) files named in sequential order. We are unable to accommodate Spotify/Apple Music or any other online streaming service links.

### **Livestreaming:**

- Willow Park Church livestreams through the Resi platform, which can be distributed to YouTube and/or any website which can accept Embed Codes.
- If your event will be streamed to YouTube, we will provide you with a YouTube link where your event will go live. This link can be sent out to your viewers beforehand. Your YouTube livestream will be UNLISTED, meaning that it can only be accessed by anyone with the link.
- If you would like to livestream to your own webpage, we will provide you with a Resi Embed Code which will go live at the time of your event. If you would like to test the embed code on your webpage, please contact our Technical Director at least three (3) days in advance. We are unable to provide technical support for your website/webpage before or during your event.

## **J. EQUIPMENT, FURNITURE, DÉCOR, SUPPLIES & STORAGE**

1. Certain custodial supplies and services are included in the cost of your rental. If you are holding an all- day event or an event that spans several days with numerous people in attendance, you may be billed for extra supplies.
2. No equipment or property may be removed from the church without permission and approval. This includes but is not limited to, kitchen and technical equipment, sports equipment and furniture.
3. Instruments, including piano and drums, may be used if requested however movement of them will be by Willow Park personnel only.
4. Renters are responsible for loss or damage of equipment brought into the building.
5. Moving of any accessories (plants, shrubs, fixtures on the wall, small furniture) must be declared and approved prior to the event.

6. The use of nails or screws to hang décor is not permitted. Command hooks may be used. Any decorating items (banners, pew markers, etc.) must be discussed prior to your event for approval. Absolutely no taping on walls or hanging from the ceiling or sprinkler system.
7. Candles are only permitted if they are battery operated. No open flames are permitted on the premises.
8. Exits must remain accessible and EXIT signs must be visible at all times.
9. All placement of Signage for events must be pre-approved.
10. Tablecloths are not provided.
11. WPC cannot provide storage for any long-term rental users.

## **K. WALKTHROUGH, SETUP & TAKE DOWN PROCEDURES**

1. A facility walkthrough (max 30 minutes) must be booked prior to the event.
2. The day of the event a WPC team member will be on site to unarm the building and unlock the assigned entrance doors at the setup start time agreed upon in the rental contract.
3. A member of the WPC team will be on site for the duration of a rental event.
4. The user/renter, including their members and guests, are responsible to stay within the designated rooms booked by their group.
5. It is the responsibility of the user/renter to set up and take down décor.
12. The WPC custodial team will set up tables and chairs within the 4 hour rental booking. Additional setup and takedown time outside the 4 hour booking will be charged the standard hourly rate (see Rental Fee Structure).
13. Renters are responsible to leave the facility in as good as or better condition than at the start of the event.
14. It is the responsibility of the WPC team to lock and secure the building after an event.
15. Events must end by 10:30 pm. Additional overtime custodial charges will be billed for any events that extend past 10:30pm.
16. Decorating and takedown for your event will take place the day of your event unless arrangements are made otherwise.

## **L. PRIVACY**

Any personal information obtained in the rental agreement will be destroyed 30 days after the event and will be kept in a safe and secure place until then.

## RENTAL FEE STRUCTURE:

*ALL fees stated are based on a minimum 4 hour booking.*

*Additional fees will apply to events over 4 hours on a per hour basis.*

*Please contact the church office (250 765 6622) for full day use rates.*

### **Rutland Location Main Level:                      Cost (4 hours)**

Auditorium (includes foyer)*	\$250
Fireside Room	\$100
Gymnasium*	\$200
Kitchen**	\$150

### **Rutland Location Second Floor:**

Upper Room	\$100
Upper Room Served Kitchen**	\$50
Boardroom (212)	\$50
Meeting Room (201/202)	\$50
Counselling Room	\$20 per session

### **Rutland Location Service & Equipment Fees**

Custodial (MANDATORY)	\$100 (\$25/hour for a minimum of 4 hours)
Additional Custodial	\$25/hour
Live Sound Technician	\$100 (up to 4 hours including rehearsal)
Livestream Technician	\$100 (up to 4 hours including rehearsal)
Broadcast Sound Technician	\$100 (up to 4 hours including rehearsal)
Media Operator	\$100 (up to 4 hours including rehearsal)
Camera Operator(s)	\$50 (up to 2 hours)
Coffee/Tea Service (up to 25)	\$13
Coffee/Tea Service (25- 50)	\$25
Coffee/Tea Service (50-100)	\$50

**\*A WPC Tech is required to operate any audio, video, media or streaming equipment**

**\*\*An assigned kitchen supervisor with a Food Safe Certificate is required.**