

### **St. Mary Anglican 2022 Building Use Policy**

1. All requests for building use will be reviewed as appropriate with the church's ministry.
2. User will be required to sign a building use agreement.
3. Payment as applicable to be established prior to use.
4. Prior to use, scheduled user must provide a Certificate of Insurance naming St. Mary Anglican Church, 3830 Roblin Blvd. Winnipeg, Manitoba R3R 0Y4 and a Certificate of insurance naming Anglican Diocese of Rupert's Land, 935 Nesbitt Bay, Winnipeg, Manitoba R3T 1W6.
5. If not available through user's own insurance, a one-time use application from AON for insurance coverage may be made through the Diocese, for a \$25.00 premium. Applicants must allow at least 3 weeks for processing. St. Mary office will provide forms for User Group Liability and Rating Schedules, upon request.
6. User is to be familiar and adhere to safety procedures and protocols.
7. The building is to be used only on the date or dates, and hours, and for the purpose specified on the agreement.
8. User shall be responsible for any loss or damage to the building or equipment and shall pay the amount of such loss or damage.
9. Adults supervising children and/or youth events, without parents/guardians present, must provide St. Mary with documentation of Criminal Record Check and Child Abuse Registry. For events including children and /or youth without parents/guardians present, at least two adult supervisors must be provided for each 12 children and/ or youth in attendance.
10. If user has a key and an Alarm Code, they are to be the last one in the building and are responsible to set the Alarm System
11. User is to ensure that all the doors and windows are left secure, that all the lights are turned off. User is not permitted to adjust thermostat settings.
12. User is to ensure the premises are left in clean and tidy condition.
13. User is responsible for setting up any tables and chairs or other items that they need for their function and putting away all these items following their event.
14. User is not permitted to remove anything from the walls or move any equipment.
15. User is not to attach decorations to surfaces and confetti or sprinkled decorations are not permitted.
16. Kitchen use is limited to light use. User is not permitted to use the kitchen range.
17. User is responsible for cleaning the Kitchen and light use kitchen items such as coffee pots etc...
18. User is responsible for taking out their garbage, reasonable cleaning of floors and ensuring the washrooms are clean.
19. The use of tobacco products is strictly prohibited on the property.
20. Acceptable building use including liquor requires prior approval, and users must secure liquor licence as required for choice of alcohol service and provide St. Mary with a copy of the license prior to event.