

FEES FOR USE OF CHURCH FACILITIES

Frequently questions are raised about the use of our church facilities and remunerations to be paid to the functionaries for their services.

Council has established the following:

- A. Church-owned equipment, such as tables, chairs or musical instruments, shall not be taken from the church building, unless prior approval has been obtained from the Administrative Director. Equipment may be used for our own church functions at other locations, e.g. at the Northeast Christian School gym.
- B. A Rental Application Form for the use of the church auditorium or meeting rooms in the basement, e.g. for a wedding or a reception, must be obtained from the Administrative Director. A refundable damage deposit in the amount of \$500 must accompany the Rental Application Form. Once the booking has been confirmed, the Administrative Director will confirm the arrangements with the custodians. Application form will also be posted on church website.
- C. Conditions attached to the use of the church building:
 - 1. No alcoholic beverages will be allowed in the church building, with the exception of wine for a toast at a wedding or reception.
 - 2. Functions or meetings on Saturdays must end no later than **11:00 pm**, to allow time for preparation for Sunday services.
 - 3. Any group using the church building must see to it that the rooms used are left in good condition, or additional charges may apply.

D. There are no fees for the use of church facilities by members of Maranatha.

E. Fees for the use of facilities to **non-members** are set as follows:

Church auditorium:	\$275.00
Lower level and kitchen:	\$275.00
Church auditorium plus lower level and kitchen:	\$400.00

The custodian will receive \$100.00 out of the above fees as compensation for extra work and clean-up. Where the services of the minister, musician, sound system operator, or projectionist are required (funerals, weddings, etc.), the following fees are applicable: It is understood that only members of Maranatha will act as sound system operator or projectionist.

Minister:	\$250.00
Musician:	\$100.00

Sound operator: \$40.00 - Funeral
 \$60.00 - Wedding

Projectionist: \$60.00 - Funeral
 \$80.00 - Wedding

These fees will be reviewed next in 2018 and every third year thereafter.

F. In the case of funerals, weddings etc., members have to make their own arrangement for the services of a musician, sound operator and projectionist. As those services are provided on a voluntary basis, compensation for those services should be arranged with the service providers. A fee of \$100.00 for the musician, \$40.00 for the sound operator, and \$60.00 each for the projectionist would be suggested as a guideline, if required

G. Funerals - guidelines for procedures to be followed:

The family will ordinarily arrange with the pastor to have the funeral in our church building. If that is the case, the pastor will advise the custodian Tim Visscher at 479-3846 as soon as possible about the probable day and time of the funeral, the probable arrangement for the funeral and whether a lunch/refreshments are likely to be part of the arrangements.

The pastor will advise the family that the above arrangements need to be confirmed with the custodian. The family will need to contact the church office if the services of the sound and/or projectionist are required. The church office will also assist in the preparation of the funeral program. The custodian will arrange for preparation of any refreshments/lunches etc., as discussed with the family and will invoice the family for the expenses.

Note: in connection with this, it's good to keep in mind the four types of funeral services that may take place:

1. Funeral service, with funeral directors' staff present, and refreshments to be served after interment.
2. Funeral service, with funeral directors' staff present, but without use of lower level facilities.
3. Memorial service, after interment, with refreshments to be served afterwards.
4. Memorial service, after interment, but without use of lower level facilities.

H. In case there are any differences of opinion as to how the above rules and fees are to be interpreted, the Executive of Council will make the final decision.

Approved in Council July 08, 2015