

# Lakeview United Church

## Space Use Policy & Procedures

### 1. Background

Lakeview United Church congregation enjoys the use of a building held in trust for religious and charitable purposes. We sum up our mission as: “offering Christian worship, study, service and relationships that will open all ages to experience God’s life-changing love.”

As a registered charity giving charitable receipts for donations, we are subject to Canada Revenue Agency restrictions of sharing those with non-charities. We must not provide a financial benefit through below-market tax-sheltered space to non-charity space users.

In terms of municipal taxation, the building is assessed, but taxes are not levied on space “used chiefly for divine service, public worship or religious education”. Our exemption is based on religious use, not ownership. We must emphasize uses consistent with our core charitable trust.

Ownership of the building vests with the United Church, and our local administration of the trust is subject to the bylaws of the denomination. This policy summary is solely for the convenience of those participating in the management and use of space at Lakeview United Church.

### 2. Who Decides & How

The operational governing body of Lakeview United Church is the Council, elected by and accountable to the members. The Council delegates operational management of the church building to its Finance & Facilities Committee (hereinafter ‘Committee’), which in turn authorizes some staff and volunteers to act within policy limits on behalf of the church.

This policy is guided by general principles guiding the interpretation of how we can share the use of this building with other bodies providing complementary activities, without compromising the intentions of those who donate, and the categories of regulatory compliance noted above.

Users do not subsidize the religious mission, but rates or donations from users are applied to defray the burden of building costs, based on posted rates reflecting actual building costs. The church may subsidize eligible charities by waiving rates, non-profits by reducing rates, but will charge posted rates to exceptional for-profit users.

### 3. Space Users

#### a) Primary User & Uses: Lakeview United Church

- includes: events organized by a LUC committee primarily for the education, entertainment or general participation of the LUC congregation.
- examples: committee meetings, programs, LUC Ladies
- requirements: space request
- fees: none

#### b) Preferred Users & Uses: Charities with Complementary Purposes

- includes: related registered charities
- examples: congregations, wider church events, outreach agencies, scouting and guiding and 12-step programmes, government-related public users
- requirements: charitable tax number, certificate of insurance, complementary purpose
- fees: may be waived, donations are invited

#### c) Discretionary Users & Uses: Non-Profit Users and Uses

- includes: non-profit users with complementary purpose
- examples: voluntary clubs, community groups, self-help groups with missions complementary to our own.
- requirements: confirm non-profit status, certificate of insurance, complementary purpose
- fees: discounts to posted space use rates may be offered at Committee discretion

#### d) Exceptional Users & Uses: Business Users and Uses

- includes: business users if the Committee and Council deems the uses complementary to the charitable and religious purposes of the congregation
- requirements: certificate of insurance
- fees: posted rates

### 4. Procedures

#### Procedures for Users

1. Complete a "Space Use Request" form and submit it by mail or email to LUC office.
2. Upon approval, complete the "Space Use Agreement".
3. Provide necessary documents such as insurance, and pay the deposit.  
The only exceptions are "Primary Users" (above)
4. Pay the balance and pick up the key access card one week prior to the event, during office hours.

All long-term agreements expire June 30. New forms are required for new agreements each year.

### **Procedures for Staff**

1. Ensure that blank forms for Space User Request forms are available outside the church office at all times, and online at the church website.
2. Maintain a binder inside the church office of all completed Space User Requests and Agreements, and required documentation such as insurance.
3. Review all requests weekly.
4. Respond to contact names in the Request form, to confirm or deny requests or to clarify or complete information. All requests for recurring space use must be approved by the Committee Chair.
5. Post a schedule of current approved space users (& rooms & times) at the church entry doors.
6. Provide at least one month's notice, in writing (email), for cancellation of approved space that becomes required for LUC church use.
7. Provide at least 48 hours notice, in writing (email), of cancellation or change of room allocation that becomes required for urgent LUC church use, such as a funeral.
8. Notify space users, in writing (email), of changes to agreements and agreement expirations.

### **Procedures for Committee**

1. Present recommended posted rates to the Council by May 1 annually.
2. Circulate approved rates to current space users by May 30, effective July 1 annually.

### **5. Dispute Resolution Procedures**

Any space user may ask for a review by the Committee of a decision by staff or volunteer regarding approval of a Space Use Request. Requests for review should be in writing, delivered to the church office and directed to the "Finances & Facilities Committee".

Any space user may ask for a review by the Council of a decision by the Committee regarding approval of a Space Use. The decision of the Council on the review will be final.