

Room Booking Review Task Group – update at September 2018 Official Board Meeting

- Objectives and Principles created to guide the work of this team are:
 - Accommodate community groups – want the church to be open to the community as much as possible
 - Utilize vacant space to increase rental incomes and create new revenue streams
 - Cover our costs overall
 - Linkage to the community

Recommendations for Official Board Consideration:

No.	Background	Recommendation
1.	<p>An existing practice includes the requirement to have a custodian on site when a group is in the building.</p> <p>Entrust responsible church members to have access to the church when staff may not be on-site.</p>	<p>Issue church keys and security codes to individuals holding specific positions:</p> <ul style="list-style-type: none"> - Chair of Property Committee - Chair of Official Board - Official Board Secretary - Chair of Ministry & Personnel Committee - United Church Women Leader[s] - Event key – provide access to required area[s] for limited specific date[s] <p>Each individual must sign a declaration stating they voluntarily take on the responsibilities of being a key-holder, and will not share the key, security code or access to the church with others. Failure to follow requirements could result in rescinding of the granted key/code.</p> <p>The list of keyholders would be reviewed annually by the Official Board.</p>
2.	<p>There have been challenges with paid rental requests extending beyond new staff hours (i.e. beyond 3 pm on week days) which can result in lost revenue and/or loss in community support.</p> <p>Extend an opportunity for volunteers to fill the gap when paid rentals extend beyond staff hours and a paid staff member is not available.</p>	<p>When custodial coverage is charged as part of the rental fee, a custodian is to be on-site for the duration of the rental/event.</p> <p>When the day-time Custodian is not available to remain for a paid week day rental, the additional hours would be offered to a part-time Caretaker.</p> <p>If neither a Custodian or Caretaker is available, a responsible church representative is required to be on-site when an outside group is using the church. The church representative could be one of:</p> <ul style="list-style-type: none"> - a staff member - Ministry personnel - a church member who has voluntarily taken on this role. <p>For example, a paid week day rental to 4:30 pm (additional 1.5 hours), would be processed as follows:</p> <ol style="list-style-type: none"> 1. Offer the additional 1.5 hours to the Custodian. If the Custodian is not available; 2. Offer the additional 1.5 hours to the part-time Caretaker. The Caretaker’s hours could be 3 pm to 4:30 pm and 5:30 pm to 9:30 pm with a one-hour unpaid meal break from 4:30 to 5:30 pm. If a part-time Caretaker is not available; 3. Arrange for a church representative (as outlined above) to be on-site.
3.	<p>Ensure rental fees charged fully cover costs incurred (i.e. ensure custodial fees are charged at a sufficient</p>	<p>Increase for-profit custodial charge to \$30 per hour [currently \$25].</p> <p>Balance non-profit rentals so that overall non-profit rental income covers custodial labour expenses.</p>

No.	Background	Recommendation
	rate to cover payroll expenses).	<p>Expand for-profit rentals in a reasonable way to help offset increasing costs.</p> <p>Apply additional rental fees under certain conditions:</p> <ul style="list-style-type: none"> - Early access required (i.e. earlier than 5:30 pm on week night) - Late access required (i.e. later than 9 pm on week night) - Apply a penalty fee when a rental goes over their rental time or stays beyond the church hours (requires communications as part of contract) <p>Update the Rental Fee Schedule [last updated 2010 02]</p>
4.	Rental Events requesting to serve alcohol on Collier premises.	<p>Allow renters to serve alcohol at their event with the following conditions:</p> <ol style="list-style-type: none"> 1. Each application is for a single event only. To be clear, approval is for a single date only and does not apply to the same event being held on a future date. Future events require the full application process and requirements as outlined. 2. Renter secures \$2,000,000 liability insurance policy, naming Collier Street United Church as additionally insured, and provides Collier with a copy a minimum of 14 [fourteen] days before their event. 3. Renter signs an Event Declaration indicating they will comply with all requirements under the <i>Liquor Control Act</i> and <i>Liquor Licence Act</i> as governed by the Alcohol and Gaming Commission of Ontario [AGCO]. 4. Renter secures a Special Occasion Permit [SOP] and provides Collier with a copy a minimum of 14 [fourteen] days before their event. 5. Alcohol consumption is limited to the space being rented [i.e. Fellowship Hall, Lower Hall, Lounge, etc.]. No alcohol or food is permitted in the sanctuary. 6. Renter must utilize individual(s) with Smart Serve certification for all positions related to alcohol [serve, handle or sell] and security, and must provide copies of Smart Serve Certificate(s) a minimum of 14 [fourteen] days before their event. 7. An additional fee in the amount of \$100 will be added to the rental application to facilitate serving and consumption of alcohol on church premises.
5.	There are currently limited policy documents outlining rental requirements.	Create a Rental Policy, Access/Key Declaration Form, Event Declaration for Serving of Alcohol, and update the Rental Application and Rental Fee Schedule, etc., to be submitted to Official Board for approval.

Submitted by Room Booking Review Task Force:

John Boer, Laurie Crosson (Secretary), Erryle George, Joyce Moore, Larry Murray, Lianne Patterson (Chair)