

POLICY NAME: Use of Church Property

1. Purpose

- 1.1. This policy describes appropriate use of Deer Lake United Church property.

2. Scope

- 2.1. This policy applies to all persons wishing to use or borrow DLUC property. It also applies to the Board Executive, Stewards Committee and Church Secretary.

3. Policy Statement

- 3.1. **All users** of DLUC property are responsible for leaving it in the same condition they found it in. They may be held responsible for the cost of repair or replacement of property damaged as a result of neglect or misuse.
- 3.2. DLUC property is primarily intended to be used by **DLUC congregants or staff** within the DLUC building or on its land for DLUC events, worship, business or maintenance. In this case, property may be used as needed without prior approval from the Board Executive, except in the case of audio/visual equipment or other devices that require training. Use of these devices is covered in other policies listed in Section 7 Associated Documents / Internal References.
- 3.3. **DLUC congregants** may use DLUC property for **off-site church events** only with prior approval of a Steward or, at the discretion of the Stewards Committee, with prior approval of the Board Executive.
- 3.4. **DLUC congregants** may use DLUC property for **off-site non-church events** only with prior approval of the Board Executive. Such use of DLUC property will only be considered for charitable or non-profit events, as a form of outreach.
- 3.5. **DLUC tenants** may use DLUC property that is situated in the area(s) they are renting for the purposes for which it was intended. Use of other DLUC property must be requested in advance and approved by the Stewards committee or, at the discretion of the Stewards Committee, by the DLUC Board Executive. Use of some property (such as audio/visual equipment) may be further restricted by related policies.
- 3.6. **Short-term renters** may use only that DLUC property specifically requested at the time of rental. The property may only be used in the DLUC building or its land, as agreed in advance. Use of some property (such as audio/visual equipment) may be restricted by related policies.
- 3.7. **Persons who are not DLUC congregants or staff** may only use DLUC property during DLUC events with the supervision of a DLUC member, except as described above. All other uses of DLUC property by persons who are not DLUC members or staff are strictly prohibited.
- 3.8. All persons who require approval to borrow DLUC property, as described above, must request approval by completing the Borrow Request Form, available from the DLUC office.

Warning – Uncontrolled when printed! The current version of this document is kept on the DLUC office PC.

Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: Board Chairperson

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2007/01/16]

Date the current version was approved

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Date of the original authorisation and issue of the policy

Current Version: [2007/01/09]

Date of the most recent amendment to the policy

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4. Definitions

- 4.1. **Adherent:** Anyone regularly attending and supporting DLUC.
- 4.2. **Board Executive:** The Board Executive of DLUC, comprising the Chairperson, Vice Chairperson, Minister, Board Secretary, Treasurer, Envelope Secretary and the Chairpersons of the DLUC committees.
- 4.3. **Congregant:** An individual who is either on the official roll of DLUC (full member) or who regularly attends and supports DLUC (adherent).
- 4.4. **DLUC:** Deer Lake United Church
- 4.5. **Full member:** An individual on the official roll of DLUC.
- 4.6. **Property:** Any item belonging to DLUC or being purchased by DLUC on a payment plan. Typical items that persons might wish to use or borrow are tables, chairs, coffee percolators, dishes, cutlery, audio/visual equipment, etc.

5. Responsibility / Owner

- 5.1. The DLUC Board Executive is responsible for ensuring that this policy is kept up-to-date and adhered to.

6. Legislative Context / External References

- 6.1. None

7. Associated Documents / Internal References

- 7.1. Policy MUS002 Sound System describes the specifics related to the use of the Sound System. The restrictions of policy MUS002 are more severe than the restrictions imposed by the current policy, GEN003.
- 7.2. Borrow Request Form

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