

POLICY NAME: Rentals – Long-Term

1. Purpose

- 1.1. This policy describes the appropriate handling of long-term rental agreements with prospective and current tenants of Deer Lake United Church.

2. Scope

- 2.1. This policy applies to the DLUC Stewards Committee, and all prospective and current tenants of DLUC.

3. Policy Statement

- 3.1. The Stewards Committee shall negotiate and sign all long-term Rental Agreements. Rents shall be charged in accordance with the Fee Schedule in effect on the start date of the Rental Agreement. Approval of the Board is only required in the case of any substantial deviations from the standard Rental Agreement or Fee Schedule.
- 3.2. The **Long-Form Rental Agreement** shall be used in all cases where another congregation wishes to rent DLUC facilities for worship purposes.
- 3.3. The **Short-Form Rental Agreement** shall be used in all other cases.
- 3.4. The Stewards Committee shall inform the Board, the congregation and affected staff of any new or lost tenants, and any changes to times or areas rented. The Stewards shall also inform the Board of any other revisions to existing Rental Agreements.
- 3.5. The Stewards Committee shall review rents annually and, if necessary, adjust rents charged tenants, in accordance with the terms of the Rental Agreements.
- 3.6. **Note:** DLUC does *not* fall under the terms of the British Columbia's Landlord and Tenant legislation (the *Residential Tenancy Act*) because it is not a residence.

4. Definitions

- 4.1. **DLUC:** Deer Lake United Church
- 4.2. **Long-term rental:** A rental of at least one calendar month's duration.

5. Responsibility / Owner

- 5.1. The Stewards Committee Chairperson is responsible for ensuring that this policy is kept up-to-date and is adhered to.

6. Legislative Context / External References

- 6.1. None

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Authorized by: DLUC Board
Staff position or organization responsible for authorising the policy
Maintained by: Stewards Committee Chairperson
Staff position responsible for keeping the policy up to date and error free
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7. Associated Documents / Internal References

- 7.1. RENTAL-1 Long-Form Rental Agreement
- 7.2. RENTAL-2 Short-Form Rental Agreement

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