

POLICY NAME: Rentals – Short-Term

1. Purpose

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

2. Scope

- 2.1. This policy applies to the DLUC Stewards Committee, the Church Secretary, the Minister and all prospective short-term tenants of DLUC.

3. Policy Statement

- 3.1. Short-term rentals include such things as
- 3.1.1. One-time rentals of DLUC facilities by DLUC congregants
 - 3.1.2. One-time rentals of DLUC facilities by other congregations
 - 3.1.3. Short-term rentals of DLUC facilities by outside groups (EG: movie set crews)
- 3.2. The Stewards Committee, Church Secretary or Minister may negotiate and sign short-term Rental Agreements of **no more than five day's duration**. *When possible*, the Stewards Committee should be consulted at the time of negotiation to avoid usage conflicts.
- 3.3. The Stewards Committee shall negotiate and sign all short-term Rental Agreements of **more than five day's duration**.
- 3.4. The Church Secretary and Stewards Committee must be informed as soon as possible of all new short-term rentals.
- 3.5. The **Short-Form Rental Agreement** shall be used for all short-term rentals. It may be revised as necessary to suit the specific situation.
- 3.6. Rents shall be charged in accordance with the Fee Schedule in effect on the start date of the Rental Agreement.
- 3.7. Keys shall not be issued to short-term tenants. The person arranging the rental on behalf of DLUC must ensure that a DLUC congregant or staff member is available to provide access to the building and to lock up afterwards. This must be assured before the Rental Agreement is signed.
- 3.8. No alcohol is to be consumed on DLUC property during short-term rentals.

4. Definitions

- 4.1. **DLUC:** Deer Lake United Church
- 4.2. **Short-term rental:** A rental of less than one calendar month's duration.

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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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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

7. Associated Documents / Internal References

7.1. RENTAL-2 Short-Form Rental Agreement

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