

# 堂址運用原則及措施

## 1. 原則

教會堂址是為崇拜、基督教聚會及福音外展工作而設。會眾借用時須以此為目標及負責保持會址整潔。教會是敬拜神的地方，禁止違背基督教教義的聚會，亦嚴禁酗酒、吸煙、用違禁物品、跳舞、賭博、打架、以及舉辦不良聚會。教會亦不允許以盈利為目的之商業活動。

## 2. 主堂使用

主堂為敬拜神的場所，不鼓勵非基督教聚會使用主堂。

## 3. 本教會聚會

一切已被牧者及執事會批准的定期聚會如：崇拜、團契、祈禱會、主日學、福音外展工作、特別講座、詩班排練都有優先權。不需要填申請表。

## 4. 基督教組織

基督教組織可借用教會舉行聚會如：布道會、培靈會、退修會等，須向教會提出署名申請。如長期使用，則須書面申請，由執事會批准並簽訂租約。

## 5. 非基督教組織

教會不鼓勵非基督教聚會，不接受以盈利為目的的商業活動。組織必須貼些申請及待執事會批准，該組織以須同意遵行教會各樣措施及所舉辦之活動與基督教信仰沒有沖突。費用已列在申請表中。如長期使用，則須書面通知執事會作批准並簽訂租約。

## 6. 私人聚會

私人聚會如婚禮或喪禮，需要執事會批准，要求活動遵行基督教禮儀，並由牧者主持。需要提交申請表，費用已列在申請表中。

## 7. 使用者之責任

使用者須保持堂址整潔，不影響鄰居居家安寧。除桌椅擺好之外，請依照“堂址使用守則”處理。

如未歸還原狀房間不整潔，將加收費用。使用者亦須賠償所有損壞之假死物品。海報只可貼在制定的壁報板，其它地方須有教會秘書之批准。

使用者須預備工作人員如：嬰兒照顧、司事、風紀、指揮泊車員等。

教會禁止過夜的聚會，使用者必須在晚上十一時前離開教會，其他時間要得到執事會批准。

如使用者為遵照堂址使用守則規定，教會可停止其租用權利。

## 8. 預訂非定期性聚會

請在聚會前兩星期向教會秘書預訂（喪禮請盡快）。執事會保持對所有教會借用之批准權。

# 堂址使用守則

## 1. 主日學教室及聚會場所

所有桌椅擺回原處並打掃幹淨。

所有廢物放在垃圾袋，擺在外面垃圾箱。

吸塵，吸塵器在儲物室。

## 2. 嬰兒房

因衛生關係，請自備嬰兒床單。

清晰用完的玩具並擺放好。

清理垃圾。

吸塵。

## 3. 廚房

清洗及擺好一切碗碟。

清理臺面及所有桌椅擺回原處。

自備紙杯、紙碟、膠叉等。

所有廢物放在垃圾袋，擺在外面垃圾箱。

掃地、擦地。

所有在冰箱的食物須有日期及姓名，沒有將會被扔掉。

根據樓宇措施及我們現有的抽氣系統，嚴禁煎炸食物，其它主食方法均可。

## 4. 主堂

所有詩本及聖經擺好。

嚴禁在主堂裏面飲食。

請小心保護主堂各樣儀器，如鋼琴，音箱器材等。

投影機及所有音箱器材只可在主堂內運作。器材可由指定工作人員運用。

## 5. 影印機

教會性質的影印有優先權。

私人影印每張 0.25。

## 6. 停車場

教會不負責任何泊在停車場車子的損壞或盜竊。

使用者負責關燈（除保安燈）及通風系統，請遵照一切保安措施，並交還鑰匙及結清租押金。

# FEE SCHEDULE

The following rates have been set out to assist those planning to use the church facility. We found it necessary to set these fees to help cover the operating cost of the facility.

If there are financial difficulties, those using the facilities have the option to request the fee to be reduced or waived. This request must be made in writing to the Church Board and to be approved by the Church Board Deacons.

## Basic Charge

Organizations	Congregation Members Christian Organizations	Non Members Non Christian
Sanctuary	Free will offering	\$200
Classroom / lobby	Free will offering	\$50
Basement	Free will offering	\$100
Kitchen	Free will offering	\$50

Use of sanctuary includes the video and sound systems. However, the video and sound system must be operated by our video and sound system technicians at a rate of \$20 per hour for a minimum of 3 hours. Same charge will apply for both rehearsal and ceremony. (For Congregation Members and Christian Organizations, it is free offering.)

Use of kitchen facility includes stove, fridge, coffee makers and teapots. In accordance with the City of Calgary regulations. The kitchen can be used for warming foods only so any frying is not permitted.

The above charges are on a per event basis up to 4 hours/event. Overtime will be charged if the event is more than 4 hours.

Other Usage Charges (For Congregation Members and Christian Organizations, it is free will offering):

Photocopy-0.25 per copy.

Deposit - \$300 or cost of facility rental whichever is less. The church requires a non-refundable deposit to confirm / secure the booking and to cover the initial janitorial cost etc. This deposit will be credited towards the facility rental charges that will be incurred.

**Calgary New Life Evangelical Free Church (NLEFC)**

**4712 21 Avenue NW, CALGARY, AB T3B 0W7**

Tel:(403)247-9255 Fax:(403)247-9255 Email: [lijenyang@shaw.ca](mailto:lijenyang@shaw.ca)

**Application Form for Building Facilities Booking**

**A. General Information**

Name of Applicant / Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address of Applicant / Organization: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Bus): \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a Christian Organization?  Yes  No

Are you a member of NLEFC  Yes  No (Go to next question if your answer is "No")

Are you a member of any church  Yes  No

If yes, Name of your church: \_\_\_\_\_

**B. FACILITIES REQUIREMENTS:**

Date(s) Required:	1. _____	Time: From _____	To _____
	2. _____	From _____	To _____
	3. _____	From _____	To _____

No. of Persons expected: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Rooms Required:

Sanctuary Lobby Room1 Room2 Room3 Room4 Room5 Basement Kitchen

Equipment Required (Specify quantity)

<input type="checkbox"/> Sound System in Sanctuary	<input type="checkbox"/> Multimedia Projector (to be used in Sanctuary)
<input type="checkbox"/> Piano	<input type="checkbox"/> Tables ( ) <input type="checkbox"/> Chairs ( ) <input type="checkbox"/> Others: _____

Note:

The video and sound systems in the Sanctuary may only be operated by NLEFC'S Audio and Video Team. If additional video, sound or lighting system is required, please contact our staff.

Please also inform our staff as soon as possible for the set-up and arrangement of the equipment after this application is approved.

**C. FEE SCHEDULE**

	NLEFC member	Christian Organization	Non-member or Non-Christian Organization	For office use only
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Rental Fee:

Entire church	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$300/4 hours ×	<input type="checkbox"/> Waived/reduced
Sanctuary	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$200/4 hours ×	<input type="checkbox"/> Waived/reduced
Classroom	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$50/4 hours ×	<input type="checkbox"/> Waived/reduced
Lobby	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$50/4 hours ×	<input type="checkbox"/> Waived/reduced
Kitchen	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$500/4 hours ×	<input type="checkbox"/> Waived/reduced
Basement	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$100/4 hours ×	<input type="checkbox"/> Waived/reduced

Administration Fee:

	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$80/4 hours ×	<input type="checkbox"/> Waived/reduced
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Other Charges:

	<input type="checkbox"/> \$0.15/copy×	<input type="checkbox"/> \$0.25/copy×	<input type="checkbox"/> \$0.25/copy×	<input type="checkbox"/> Waived/reduced
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Total Charges:

	\$	\$	\$	
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Less Non-Refundable Deposit Paid:

	\$	\$	\$	
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Balance:

	\$	\$	\$	
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\*Extra cleaning charge may be applied if the facilities are not used in accordance with the Users Responsibilities and Facilities use Guidelines.

ATTENTION:

NLEFC Members,

We are supportive of your ministries and therefore are glad to share the facilities God has given to us for your use. Your FREEWILL OFFERING of the use of our facilities is highly appreciated.

May God bless your ministry!

NLEFC Deacon Board

## D. POLICIES IN GENERAL

Activities that are against Christian beliefs are prohibited; church facilities will not be rented out for these purposes. The applying organizations MUST AGREE that no acts or activities will conflict with our Christian beliefs, principles, and generally accepted practices while the facilities are being used. The Church Board reserves the rights to determine such activities, which are deemed to be acceptable.

## E. USERS RESPONSIBILITIES

1. The Church Board reserves the right to request users renting the facilities to provide proof of insurance of \$2 million on general liability and \$100,000 on tenant's legal liability.
2. Use of any facility shall be done in conformity with city fire and safety ordinances. The total sitting capacity of Sanctuary is limited to 150 person. Users renting the facilities should be aware of this restriction. The church reserves the right to act accordingly, in case of overcrowding situation occurs. There is absolutely no standing room allowed.
3. Drinking, smoking, taking drugs, gambling, fighting and other unlawfully activities are strictly prohibited in church area.
4. Users renting the facilities assume full responsibility for any damages and/or cost of repairs to the physical buildings, its contents, equipment or breakage of resulting from their use of such facilities. Known property and equipment damages must be reported to the Church secretary within 24 hours after the use of the facilities.
5. Users renting the facilities are responsible for their own safety and the safekeeping of their belongings. The church is not responsible for any injury, damage, theft, and vandalism incurred to the users, their vehicles and passengers while using our facilities,
6. Users renting the facilities shall provide their own operating staff (e.g. babysitters, ushers, securities, parking lot patrols, decorators, etc.)
7. Users renting the facilities agree to follow the "FACILITIES USE GUIDELINES".
8. Users renting the facilities shall keep the facilities clean and tidy. All tables and chairs shall be stacked up after each use as specified by the "FACILITIES USE GUIDELINES".
9. Any functions involving the serving of food and beverages should be indicated at the time of booking. Food and beverages can be served in designated areas only. Designated areas are defined in the "FACILITIES USE GUIDELINES".
10. Rooms and contents are to be left as clean and as tidy as found, or an extra charge will be levied.
11. Posters can be posted on the designated bulletin boards only or on places authorized by the Church Board.
12. No overnight functions are allowed in the church building. Users renting the facilities shall leave and secure the church building at no later than 11:00 p.m. unless otherwise authorized by the Church Board.

### STATEMENT OF RESPONSIBILITY

The signature of the responsible individual or organization representative conveys acceptance of and compliance with policies, requirements, charges and restrictions of this application and the Facilities Use Guidelines,

I/We, \_\_\_\_\_ as official representative for \_\_\_\_\_ understand that, as user(s) of NLEFC facilities and/or equipment, am/are subject to any and all policies, applicable charges, restrictions or requirements as stated in this application and the Facilities Use Guidelines.

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Deposit received:	Proof of Insurance received: <input type="checkbox"/> YES <input type="checkbox"/> NO
Received by:	Date:
Approved by:	Date:

## FACILITIES USE GUIDELINES

### DESIGNATED FOOD AND BEVERAGE SERVING AREAS

- Basement and lobby are the preferred places in the Building.

### CLASSROOMS, DESIGNATED FOOD AND BEVERAGE SERVING AREAS

- Return all tables and chairs to their original positions.
- Return all equipment to their designated area or storage room.
- Dispose all leftover food, cups and garbage; place the sealed garbage bags in the parking lot dumpster,
- Clean up all spilled beverage and food from floor.
- Vacuum floor. A portable vacuum is available in the janitor room.

### NURSERY

- Furnish your own crib sheets for each scheduled meeting for sanitary reasons, Clean church crib sheets are only available with prior arrangement with the Children's department.
- Wash used toys and return to storage,
- Empty all trash containers in bin after use.
- Vacuum floor. A vacuum cleaner is in the janitor room

### KITCHEN

- Wash and return all dishes and utensils to cabinets.
- Clean all stoves and counter tops.
- Supply own disposable foam cups, plates, plastic forks, etc. Replenishment of items used from the kitchen is strongly recommended.
- Remove and empty all trash into the dumpster in the parking lot,
- Sweep and mop the floor.
- Label and date food stored in 'refrigerator. Unlabelled food will be discarded.
- According to the City of Calgary Building Code, our current exhaust system is designed for light cooking only. Using the ovens for warming up food and baking are allowed in the kitchen, otherwise any type or form of cooking especially deep-frying is prohibited.

### SANCTUARY

- Return all hymnals and Bibles to their original places.
- Food and beverages are prohibited in the Sanctuary.
- Respect proper use of all equipment In the Sanctuary. Avoid tampering with the piano and the PA system.
- All video projectors and sound systems are restricted for use in the Sanctuary, and must operate by the Church A.V. team technicians.

### PASTORS' OFFICES / ADMINISTRATIVE OFFICES

- These offices are for internal use only except otherwise permitted by a Pastor.
- Return all furniture to their original locations.
- Do not remove books from bookshelves without permission from respective owners.

### COPIER

- Priority of using the church copier is given to church-related coping.
- Personal use of copier is permitted. A fee of \$0,25 per copy is charged. A password is needed to operate the photocopier. Please check with the Church Secretary for details.