

Kamloops United Church

Administrative Policy # G 1 – KUC Space Utilization and Booking Requirements

Date Adopted: MMT May 24, 2011

Revisions: Jan 20, 2012

The space at KUC is available for use by all of the church groups and ministries. No part of the space “belongs” to any particular group or function.

POLICY

1. All KUC space will be booked through the Administrator. Should two groups request space at the same time, preference will be given to KUC groups. Normally, space is booked on a “first come, first serve” basis, however, when space is limited it may be necessary to make decisions on space according to availability of alternate space other than at KUC. It is expected that each group that uses space at KUC will have a contingency plan for alternate space or time for periods when space at KUC may not be available.
2. Booking of space should include time required for setup and take down.
3. Once a space has been booked by a KUC group or an outside group, it cannot be cancelled by another group who want the same space with the exception of the Sanctuary or worship space when it is required for a service.
4. When there is a conflict for space, the Administrator will work with both parties to see if an alternative space can be used by one of the groups.
5. There will be a cost recovery charge for all outside groups who use KUC space. The administrator will bring any requests for exceptions to this policy to MMT for decision.
6. If an outside group, using KUC space, donates all or part of their concert proceeds to the church, this is considered to be their cost recovery for the space.
7. The Administrator will use established guidelines for cost recovery rates, however, the Administrator may use judgment to provide discounts or charge premiums. Cost recovery for space currently reflects the challenges for lack of air conditioning and heat control.
8. Outside groups who book space outside of regular custodian hours will be charged for that extra service. KUC groups who wish to book space outside of custodian hours require the approval of MMT.
9. Bookings for weddings will require a deposit and be confirmed through the Lay Marriage Minister and/or Clergy. An agreement will be signed with the party booking the wedding.
10. All groups booking space at KUC are responsible for their own set-up and take down. The KUC Custodians will assist with set up and take down when this does not interfere with their regular duties.

PROCEDURE

1. The Administrator has a booking calendar in the office and enters requests for space in this book. Groups can contact the Administrator to see if the space that they require has already been booked and whether alternate space is available. It is the responsibility of the organizer of the event to ensure that the booking has been scheduled in this book.

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2. Arrangement for set up of the room, assistance by custodial staff, audio visual equipment, etc, is made with the Administrator when the booking is made.