



DayBreak Facility Usage Policy

The vision of DayBreak Community Church (DCC) is to be a welcoming and engaging church that is growing with Airdrie and as such we want to make our facility available to both our church community and the Airdrie community at large. The guidelines and fees set out in this policy apply to all persons, regardless of their relation to DCC (i.e. church vs. community members). Failure to adhere to this policy could jeopardize our Registered Charities status with Canada Revenue Agency.

Booking Process

Please note this information in your calendar; no reminders are sent out from our office.

Non-compliance of any step cancels the agreement.

Step 1: Submit completed Request Form, non-refundable booking deposit, damage deposit, and Access Request form to Community Manager. Dates are not reserved until **all** of these are received. Damage deposit is not processed unless damage is incurred. You will be notified prior to processing.

Step 2: Pay usage fee no later than the first of the month in which event occurs.

Step 3: If event is outside of office hours, contact the Community Manager no later than one week in advance for access instructions.

The building may be reserved by approval of the Community Manager in conjunction with the DCC Facility Usage Policy as follows:

1. It is the responsibility of the facility user to inform all guests attending the activity of the proceeding policy. Damage incurred by any member of the group attending will be the facility user's responsibility.
2. Prioritization:
 - Direct programs/activities of DCC
 - Groups and individuals who agree with our Vision Mission Values (Appendix 1)
 - Groups and individuals who benefit the DCC or non-church Airdrie community
 - Groups and individuals who are not for profit
 - Groups and individuals who do not "compete" with current or potential DCC programs/activities
3. Use of the facility is shared with other groups. If exclusive use is requested, special rates will apply.
4. It is the facility user's responsibility to familiarize themselves with the DCC Emergency Plan. (Appendix 3)
5. It is the facility user's responsibility to contact the Community Manager at least one week prior to the scheduled event to make arrangements for building access. Groups/individuals using the facility outside of office hours are required to submit an Access Request (Appendix 5)
6. Activities inconsistent with the recognition of our Vision shall not be permitted. Cases of doubt shall be settled by the pastoral staff.

7. It is the responsibility of the facility user to ensure the following at the conclusion of any event: all doors are closed/locked inside and outside the building; all lights are turned off; all taps are turned off, any chairs or tables are returned to where they belong, and the facility is in as good of condition (or better) than you found it. *Failure to do so may result in a financial penalty.*
8. The stage is strictly off-limits to any group unless by previous arrangement.
9. Recurring usage: Our agreements run on a July 1–June 30 year. Ongoing usage is granted only within that period and must be renegotiated before the beginning of the next agreement year.
10. DCC reserves the right to cancel a booked event if the facility is required for their own use.
11. DCC musical instruments are not to be used unless special arrangements are made and attached to the usage request.
12. Sound/light/audio visual equipment is to be operated only by DCC technicians. Although every effort will be made to secure a technician for events, we cannot guarantee availability. *Additional fees will apply for each technician. These fees are to be paid separately and directly to the technician.*
13. Where the services of a Pastor are desired, arrangements must be made directly with the Pastor. *Additional fees will apply. These fees are to be paid separately and directly to the Pastor.*
14. Facility usage will be limited to the rooms and times specified in the Facility Usage Agreement. *Usage outside of the agreement will result in a financial penalty.*
15. Strict adult supervision is to be observed for all children under the age of 18. Children are not to be left unattended.
16. No item shall be borrowed or removed from the church.
17. No alcoholic beverages or illegal drugs are to be used on DCC property. Tobacco products are not to be used inside the facility.
18. Groups/individuals are responsible for their own activity set up and tear down. All rooms and equipment are to be returned to their original order. This includes putting all tables into storage, removing all decorations and collection and removal of garbage to the outside bin. Where the kitchen facilities are used, all equipment including stoves, ovens and countertops, must be left clean and in good working order. Groups having food or crafts in the sanctuary are asked to vacuum up all food and craft debris. Please leave things in as clean a condition (or better) than you found it. *In the event that this requirement is not met, DCC will arrange clean up and the cost will be deducted from the damage deposit.*
19. The facility user will be responsible and liable for any injuries, harm, sickness, and or up to including death of any person(s) arising from the activity within the facility or on DCC property.
20. Kitchen users are required to read and follow Kitchen Guidelines. (Appendix 4)
21. The facility user may terminate this agreement for any reason. A written notice must be received by the Community Manager no later than fourteen (14) days prior to the date booked for a full refund. Partial refund will apply with no less than twenty-four (24) hour written notice.
22. Fees are subject to change. Where a fee increase affects a Usage Agreement already in place, the facility user will be given thirty (30) days' notice. (See Appendix 2 for fees)

Contact: Community Manager: Denise Daniel office@daybreakairdrie.com or 403.948.6727

During Office Hours: Monday–Thursday, 9:00 AM–3:00 PM

Outside of office hours, for facility emergencies and access issues:

Rick 403.968.4852

May 2017

Amended November 2017

Appendix 1

DayBreak Community Church Vision Mission Values

Our Vision

We will be a welcoming and engaging church that is growing with Airdrie

Our Mission

We will enrich lives with the hope of the gospel of Jesus Christ by:

- Creating an inviting and hospitable environment
- Displaying behaviours that are affirming and accepting
- Providing an experience that will inspire, refresh and bless

Our Behavioral Values

- Sharing the good news of Jesus Christ
- Celebrating God's grace in our daily lives
- Connecting through fun, fellowship and laughter
- Communicating with openness, honesty and respect
- Building up through prayer, encouragement, care and compassion
- Growing spiritually and relationally through biblical truth and meaningful worship
- Serving, with love, our church, our community and the world

"...whatever you do, do it all for the Glory of God" (1Corinthians 10:31)

DayBreak Community Church Facility Usage Fees

Non-refundable Booking Deposit—Due at time of booking

One-time use: Half of usage fee

Recurring use: \$100

Damage Deposit: \$250—Due no later than two (2) weeks prior to use.

Facility Use: See fees below—Due no later than the first of the month in which use occurs.

Sanctuary: lesser of \$30/hr (or any portion thereof) or \$300/day

Nursery: lesser of \$15/hr (or any portion thereof) or \$150/day

West Room: lesser of \$15/hr (or any portion thereof) or \$150/day

East Room: lesser of \$15/hr (or any portion thereof) or \$150/day

Fireside Room: lesser of \$15/hr (or any portion thereof) or \$150/day

Kitchen Option A (food storage): \$15

Kitchen Option B (food and beverage prep): lesser of \$20/hr (or any portion thereof) or \$200/day

Outside with washroom access: lesser of \$15/hr (or any portion thereof) or \$150/day

Outside no access: no charge

Special Fees for churches or other large organizations: We charge a flat fee of \$250/day. This includes exclusive use of the facility and access to side rooms and kitchen option A.

AV Technician: \$25/hr (or any portion thereof)—Due at time of use and to be paid directly to technician.

Pastor: To be determined by the Pastor and to be paid directly to Pastor.