



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. (Request from office.)
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 (Attached)
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, non-prescription cannabis products, 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. (Request from the office)
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 (facility emergencies and access issues): Text 403.861.9371

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.



Church Key Policy

DayBreak Community Church of Airdrie should be a secure building for its staff, members and renters to use. Policies governing the use of keys are intended to balance ease of building access with adequate security considerations. Access to the church facility is a privilege and brings with it great responsibility. Failure to adhere to this policy or to exercise appropriate precautionary measures relative to care of the facility may lead to revocation of this privilege.

Loss of keys exposes the church to considerable financial and security risk with a potential value of several thousand dollars. Keyholders must exercise great care to ensure that keys issued to them are in their control at all times.

It is important that the provisions of this policy be observed as specified. The policy is subject to periodic review and update as required to ensure that the building is adequately secured without placing undue burden on user access.

Persons Eligible to Receive Keys

Permanent keys may be issued only to the following individuals:

- Church Staff
- Janitorial Staff
- Property Commission Chair
- After Hours Facility Supervisor
- Emergency Response Personnel

In all cases, keys issued on a permanent basis must be returned to the church office upon termination of employment or expiration of term of service.

Temporary keys may be issued to those with an ongoing, regular need for use outside of office hours upon approval by church staff and Property Commission chair. A deposit of \$25 is required.

A temporary access code may be issued to those with an ongoing, regular need or occasional need for use outside of office hours upon approval by church staff or the ministry leader.

Keys/Access Code

Those requiring ongoing, regular access to the facility will be identified by church staff and Property Commission chair and issued the code to access the key in the key safe on the kitchen door. Keys must be returned to the key safe immediately. Access code will be changed on a regular basis.

Those requiring occasional access to the facility will be identified by church staff and ministry leaders and issued the code to access the key in the key safe on the kitchen door. It is the ministry leader's responsibility to ensure that a Facility Access Agreement has been signed prior to giving out the code. Keys must be returned to the key safe immediately. Access code will be changed on a regular basis.

All those to whom an access code is given will be given a copy of this policy and will be required to sign the Facility Access Agreement before being given a code.

It is understood that keys and/or access code will not be duplicated, loaned or made available to others.

Report lost or stolen keys immediately to the church office at 403.948.6727 or office@daybreakairdrie.com

The holder of a key and/or access code to any portion of the facility assumes responsibility for the safekeeping of the key/code and its use. When leaving the building, all doors and windows must be secured, lights and taps off.

Keys will only be available for pick-up during regular business hours or immediately following a service.

The church staff reserves the right to change locks of the church as needed if there are continuing unresolved problems with locks, break-ins or doors left open.

For after hours emergency access, contact:

Rick West, Property Commission Chair—403.968.4852

Date of Policy Approval: July 25, 2012

Policy Updated: April 16, 2016



DAYBREAK
COMMUNITY CHURCH

Credit Card Authorization **and Consent Form**

I, _____ hereby authorize
DayBreak Community Church of Airdrie to charge my credit card for
_____.

Type of Card

Visa

MasterCard

Credit Card Number: _____

Expiration Date: _____

CSV: _____

Name of Cardholder: _____

Credit Card billing address: _____

Postal Code _____

Total amount to be charged: _____ (CAD) Canadian Dollars

Authorized Signature of Cardholder _____

Signing this, I acknowledge the charges described hereon and assume full responsibility
for said charges and agree to honour and abide by the terms of payment.

Signature: _____

Date: _____



Facility Access Agreement

These keys/access code are issued to you under the following conditions:

- A. You shall not have any copies made from these keys.
- B. These keys should not be lent to anyone else.
- C. On completion of your term of office these keys shall be returned to the church office and not handed over to another person.
- D. Where access code numbers are given instead of key, this information will not be given to anyone else.

I accept the above conditions. _____ Please initial

I have read the Church Key Policy. _____ Please initial

Name

Email Address

Phone Number

Reason for Access

Requestors Signature _____ Date _____

DCC Personnel Signature _____ Date _____

Office Use Only

Access Approval For Key Access Code

Keys Issued		Key Issued	Deposit Received	Key Returned	Deposit Returned
<input type="checkbox"/>	Master (all interior doors)				
<input type="checkbox"/>	Sub master (interior doors except pastor's offices)				
<input type="checkbox"/>	General (all interior doors except offices, maintenance)				
<input type="checkbox"/>	D—Entry only				