

The Church of St John the Evangelist

Anglican Diocese of Ottawa

154 Somerset Street West • Ottawa, ON K2P 0H8

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Rental Policies and Guidelines

Requests for Use of Church Premises

All requests for space for activities should be made to the Parish Administrator, Kim Chadsey, at office@stjohnsottawa.ca.

Wedding, funeral and memorial service requests should be made to the Rector, the Reverend Beth Bretzlaff, at beth@stjohnsottawa.ca.

Rental Rates - see Schedule 1.

Payment and Refunds

A signed contract is to be accompanied by a 50% deposit and a cheque for the remainder postdated to the date of the event. Repeat renters may pay monthly in advance. The deposit will be refunded if a cancellation is made two weeks or more days prior to the schedule date of the Event. One half of the deposit will be refunded if the cancellation occurs seven days or more prior to the event. No refund will be given if the cancellation notice is received less than seven days prior to the scheduled date of the event.

Equipment

On request, a screen, projector or TV/VCR/DVD can be provided. A public address system is available in the nave, the Parish Hall and the Banquet Hall. WiFi is available in most rooms.

Use of Facilities

- a) Food may be served only in the Banquet Hall and the Parish Hall.
- b) Food may not be prepared on the premises. However, Food supplied by caterers or renters may be warmed in the banquet hall kitchen and the parish hall kitchen. Renters are to supply their own condiments, tablecloths, napkins, dishes and cutlery.
- c) All garbage is to be removed from the premises. There is a garbage bin at the side of the church on Somerset St. No food is to be left in the refrigerators. All countertops and tables are to be cleaned and floor spills wiped up.
- d) The premises and all equipment are to be left in the same condition as they were when your event began. If chairs and tables have been set up for your event, it is not necessary for you to put them away. If you have moved equipment or furniture, please return it to its original location. In the case of damage to church property, renters are responsible for the cost of repairs required to restore to original condition. Decorations or other materials may be placed on the walls and windows **ONLY** with materials that do not damage or mark such surfaces (ex. painter's tape), and all decorations are to be removed at the conclusion of the event.
- e) Use of premises is restricted to only those facilities and times that are specified in the rental contract. Use of the facilities must be terminated at the agreed upon time to accommodate the church

official who is assigned to close and secure the building at the end of the event. Late departures will result in an additional fee.

Publicity

St John's name shall not be used as the sponsoring organization in any advertising or promotional literature for any event, unless it is an "official" Church of St John the Evangelist event. St John's telephone number is not to be used as the number to call for further information about your event.

Alcoholic Beverages

Consumption of alcoholic beverages, if desired, will require the appropriate LLBO permit which is to be acquired by the renter. The renter will ensure that appropriate supervision to monitor alcohol consumption by all participants is provided in accordance with LLBO regulations. LLBO permits can be obtained through LLBO stores and can take up to two weeks to process. St John's assumes no liability for any claims arising from the sale and consumption of alcohol at renters' events held at St John's.

Smoking Policy

Smoking is not allowed in the building and must be confined to the designated area outside the church. Smoking materials are to be disposed of in containers provided for this purpose.

Animals

Only guide dogs are permitted on the premises.

Noise

Noise must be kept within acceptable limits at all times so as not to disturb neighbours. There is a city ordinance which forbids noise which will intrude on neighbours after 11:00 pm.

Insurance

It is mandatory that all events held at St John's have appropriate liability insurance by either:

1. providing physical proof of valid and current liability insurance, or
2. purchasing liability insurance through the Anglican Diocese of Ottawa, which can be arranged through the Parish Administrator. Insurance rates are listed in Schedule 2.

The only exception to the liability insurance requirement is parishioner-sponsored events.

Security

A church official must be on duty whenever space is rented during the evenings and on weekends. He/She will open the premises 30 minutes prior to the event and secure the building when the event is over. The Parish Administrator will determine if security personnel are required, and the cost will be added to the rental fee.

Parking

There is on-street parking on Somerset Street, and commercial parking in Somerset Gardens, adjacent to the church, and beside St Theresa's Church one block away on Cartier St.

Church of St John the Evangelist

Facilities Values

We have a beautiful setting in downtown Ottawa that represents the dedication and investment of the congregation for more than 100 years. In the recent past we constructed a new Banquet Hall, Christian Education facilities and a new Parish Hall. We encourage the widest use of our facilities in furthering the ministry of the church and in serving the community.

The primary purpose of our building is to provide facilities for the ministry and activities of the parish, its members, and its committees and affiliated organizations. We seek also to make the building available to others in our community as a place for devotion, for work, for education, and for recreation, without assuming responsibility for the opinions or activities of any organization that is not officially connected to the parish.

St John's does not discriminate as to race, creed, national origin, disability, gender or sexual orientation. If your event is advertised or announced as being open to the public, all persons who present themselves must be admitted within the capacity of the facilities contracted for, regardless of race, creed, national origin, disability, gender or sexual orientation.

St John's is committed to environmentally responsible use of all resources. We ask renters to help fulfill this commitment by following all recycling instructions and avoiding, whenever possible, the use of disposable, non-biodegradable materials such as styrofoam and plastic when planning and conducting events at the Church.

All church levels are wheelchair accessible (except the Choir Room). Smoking is not permitted anywhere inside the church building. There is ample on-street parking as well as several commercial parking lots within easy walking distance to the church.

We ask those wishing to use our church facilities to be sensitive to the fact that this is a place of gathering, of worship, and of caring for our church family.

Schedule 1

Location	Basis	Category 1 Parish Rate	Category 2 Community Rate	Category 3 Commercial Rate
Banquet Hall (lower) Tables: 150 people Seated: 200 people	Half Day	\$75.00	\$125.00	\$250.00
	Full Day	\$150.00	\$300.00	\$500.00
	Evening	\$75.00	\$125.00	\$250.00
Kitchen (lower) in the Banquet Hall	Half Day	\$15.00	\$25.00	\$50.00
	Full Day	\$25.00	\$50.00	\$100.00
	Evening	\$15.00	\$25.00	\$50.00
Church School Rooms Two rooms available 20 - 30 people	Half Day	\$15.00	\$25.00	\$50.00
	Full Day	\$25.00	\$50.00	\$100.00
	Evening	\$15.00	\$25.00	\$25.00
Youth Lounge 1 - 10 people	Half Day	\$15.00	\$25.00	\$50.00
	Full Day	\$25.00	\$50.00	\$100.00
	Evening	\$15.00	\$25.00	\$25.00
Choir Room 50 people	Half Day	\$30.00	\$60.00	\$100.00
	Full Day	\$60.00	\$120.00	\$200.00
	Evening	\$30.00	\$60.00	\$100.00
Parish Hall w kitchen Tables: 80 - 95 people Seated: 120-250 people	Half Day	\$85.00	\$175.00	\$300.00
	Full Day	\$175.00	\$350.00	\$600.00
	Evening	\$85.00	\$175.00	\$300.00
Nave 400 people	Half Day	\$125.00	\$250.00	\$450.00
	Full Day	\$200.00	\$400.00	\$700.00
	Evening	\$125.00	\$250.00	\$450.00
Chapel 70 people	Half Day	\$35.00	\$75.00	\$150.00
	Full Day	\$75.00	\$150.00	\$250.00
	Evening	\$35.00	\$75.00	\$150.00

Notes:

- Half Day and Evening costs based on a four-hour time period
- Full Day costs based on a period of more than four hours
- Extra cost of \$15/hour for Custodian on Saturday or Sunday, maximum of \$100.

Associated Fees	Cost	Notes
Custodial Fee - includes set up and take down	\$15/hour Max \$100/day	A fee for custodial services will be applied whenever food is being served and/or when a custodian would not normally be on site (eg. Saturday/Sunday).
Security	\$15/hour	1/2 hour before the event until 1/2 hour after the event, for evenings and weekends, as determined by the Parish Administrator

Rental Categories

Category 1 Parish Rate	Parishioner using the facilities for personal, non-profit events. "Parishioner" is defined as a contributing member of the parish, eligible to vote at annual Vestry. Parishioners are not required to pay a rental fee for the use of St John's facilities, but they are invited to make a freewill offering in the amount shown under Category 1 in the Rate Schedule.
Category 2 Community Rate	Not-for-profit organizations / outreach
Category 3 Commercial Rate	Commercial or for-profit uses and general public use (clubs, classes, receptions, businesses, polling stations, etc.)

Schedule 2**Insurance***PBL Insurance***Who is Eligible?**

Any group using the facilities of The Anglican Diocese of Ottawa. The Insurance Company must approve activities. **Some restrictions may apply.**

Why Liability Insurance?

Because of your operations, or actions, you are open for possible suit from Third Parties. You may not be liable, but you will need to be defended in court. A liability policy pays for this defense as well as any costs found against you. Legal fees can be very expensive and this can be an affordable way to have them covered. This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity.

In addition, your legal liability for injury to participants is covered in most cases (a few sports disciplines may not be eligible).

Who is Covered?

The Permit Holder and participating members which may include Executives, Managers, Coaches, Trainers, Officials and Volunteers while acting within the scope of their duties on your behalf.

General Liability

This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered. *A few sports disciplines may not be eligible, see exclusions.*

**USER GROUPS ARE COVERED ONLY WHILE USING PARISH FACILITIES OF THE
ANGLICAN DIOCESE OF OTTAWA**

\$2,000,000 per occurrence
All claims are subject to a \$500 deductible.

Meetings and Events

*Rates effective March 2015
All premiums include 8% tax*

Type of Event	# of Participants	Example Premium	
Meetings	1-100 101-250 251-500 Over 500	\$1.50 per day \$3.00 per day \$6.00 per day Refer	
	# Participants	No Alcohol	With Alcohol
Events	Up to 250	\$35.00	Refer
Coverage for more than one day add 25% premium per day	251-500	\$60.00	Refer
	501-1000	\$115.00	Refer
Dances	Up to 250	\$150.00	
	251-500	\$250.00	
Children's Birthday Parties	Up to 25	\$30.00	

please see most up-to-date Insurance rates are on the Anglican Diocese Website
<http://www.ottawa.anglican.ca/documents/3rd-Party-Liability-Rates.pdf>