



# Jordan Station United Church

The United Church of Canada



## Sanctuary for Worship Services & Fundraising Events Rental Policy & Fees JANUARY 2023

Our Sanctuary offers a bright, welcoming intimate space for your Worship Service, Fundraising or Special Event. With beautiful stained glass windows and historical charm it is the perfect setting for your extra special event. Plus, our facility is fully wheelchair accessible with ramps and an elevator.

### **Getting Started**

If you would like to utilize the Sanctuary at Jordan Station United Church the first step is to contact the Church Office at 905-562-4454, or by email at [admin@jordanstationunitedchurch.org](mailto:admin@jordanstationunitedchurch.org). When you first speak to the Office Administrator, any questions you may have about this policy can be answered and the date / availability will be discussed.

All requests from organizations and individuals to use the Sanctuary require approval from the Trustee Board of Jordan Station United Church.

Pews – Seating available for 140 people

Use of any musical equipment and technical equipment is not included in any of the fee structure and permission to use such is not granted without prior approval by appropriate staff.

Use of all washrooms is included. If other facilities are required, please check off the appropriate area on the Rental Request Form. See appropriate Policy for cost.

### **Sanctuary Rental Fees**

2 hours or less	\$150
2 – 3 hours	\$300
Up to 8 hours	\$500

Payment to be made via cash or cheque payable to Jordan Station United Church.

### **Rental Notes:**

1. Church facilities are available between 9:00 am and 10:00 pm only.
2. A Rental Request and Agreement Form must be completed and signed.
3. Final decisions will rest with the Trustees board of Jordan Station United Church absolutely.

4. The Rental requestor must be on site for the duration of the event.
5. Set-up and take-down of tables, chairs, and/or other equipment is the renter's responsibility.
  - The time for set-up and take-down is to be included in the rental time period (i.e. if an event is 1 hour but it takes ½ hour for set up and ½ hour for takedown, then the rental period is 2 hours)

Please note that the revenue Canada Act, under the Tax Treatment of Public Charities, section 02.184 demands that Jordan Station United Church, as a registered charity, require members and contributors pay the same honoraria, charges and fees as non-members and non-contributors, in order to retain Registered status as a Charity.

Fees for non-profit organizations may be altered or waived at the discretion of the Trustee Board of Jordan Station United Church. Each request for such will be considered on an individual basis and is not to be deemed precedent setting.