



Jordan Station United Church

The United Church of Canada



Sanctuary for Worship Services & Fundraising Events Rental Policy & Fees OCTOBER 2021

Our Sanctuary offers a bright, welcoming intimate space for your fundraising 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. When you first speak to the Office Administrator, any question 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

NOTE: # of people allowed in Sanctuary (and Auditorium) may vary due to COVID protocols.

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 document 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.

COVID Protocols:

All persons entering the Church building must:

- a) provide proof of double vaccination (for those eligible) or a Doctor's note exemption.
- b) sign-in, providing name and phone number for contact tracing
- c) sanitize their hands utilizing the provided hand sanitizer
- d) wear a mask at all times, unless seated and actively consuming food or beverages.
- e) maintain a 6-foot physical distance from those not in the same household whenever possible.

Please note:

1. Facilities available between 9:00 am and 10:00 pm only.
2. Liability Insurance Certificate identifying Jordan Station United Church or a Liability Waiver Form (Hold Harmless Agreement) must be signed. Must be provided 10 days prior to the function. Decision rests with the Trustee Board.
3. A refundable rental/damage/cleanup deposit of \$100 is required in advance.
4. If opening and closing of the facilities is required, a \$25 fee must be paid to the volunteer so doing.
5. Setup and takedown of tables, chairs, and/or other equipment is the renter's responsibility.
6. A Rental Request and Agreement Form is to be completed and signed.

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.