



Shepherd of the Valley Lutheran Church FACILITY USAGE POLICIES – GENERAL AND DETAILED

1. General Terms and Conditions/Policies

- a. Shepherd of the Valley Lutheran Church (SVLC) is committed to serving its local community. One way it does this is by renting out its facilities when they are not in use for the church's services, ministries, programs, or purposes. Priority is given to charities, groups, or individuals whose activities align closely with SVLC's charitable purposes, mission, and vision. Rental decisions are made by an authorized staff member or church council representative. Facility rentals are granted at SVLC's sole discretion. As a Christian church, SVLC reserves the right to approve only those activities that do not conflict with its Statement of Faith and that of the Evangelical Lutheran Church in Canada (ELCIC).
- b. Suggested renters/groups: family groups for weddings, anniversaries, and reunions; supervised church-sponsored groups; musical groups (instrumental and choral), private music teachers; senior citizens' groups; community groups (e.g. service clubs, AA/AI-Anon, Guides/Brownies); extended term or semi-permanent groups.
- c. Suggested approved activities: meetings, dinners, lunches, teas; entertainment such as plays, recitals, concerts; night school seminars (occasional use only); election polling station; fitness classes.
- d. SVLC activities, or facility usage by its members, will take preference over other proposed activities. As per CRA regulations, church members will be charged the same rental fees as non-members.
- e. Note: At this time, SVLC does not rent to other church organizations for on-going (semi permanent or permanent) church services or church activities.
- f. Permission to rent the upstairs preschool area must include consultation with the Preschool Director.
- g. Requests to rent on an on-going, semi-permanent, or regular basis (service or community groups) must be submitted in writing to the SVLC Council, who will act in consultation with the Division for Properties.
- h. Letters of Reference are required from groups not known by the Pastor, Division for Properties, or Church Council.
- i. Facilities are not available for rent during the following times:
 - i. Holy Week and Easter weekend.
 - ii. If Vacation Bible School (VBS) is currently operating, including the weekend prior.
 - iii. Rentals during the month of December, except with consultation or permission from Church Council and the Music Director. Church-related activities take priority.

- iv. Other weekends and times as determined, on a year-to-year basis, following the Global Planning Session for Annual Congregational Events.
- j. When a rental request includes the use of the organ, digital piano, or grand piano, permission from the Music Director is required. Requests for tuning the grand piano for a rental event must be made a minimum of two months prior to the event in order to schedule a tuning. Tuning may only be done by an approved piano tuner. Tuning will be scheduled as close to the event/concert date as possible, but may be scheduled up to two week's prior, based on piano tuner availability.
- k. Any questions concerning fees or policies must be submitted in writing by the renter.

2. Proposed Use and Conduct of Renter

The property and building at 20097-72nd Avenue, Langley, BC is a place of worship owned and operated by Shepherd of the Valley Lutheran Church (SVLC) for the purposes stated above. Any use of the facility must align with the faith, mission, vision, and core values of SVLC. Shepherd of the Valley Lutheran Church alone decides whether any activity, conduct, exhibit, portrayal, or performance meets this condition. The facility cannot be used for unsafe or illegal activities. Violating this policy may lead to immediate cancellation of the Rental Agreement. Renters must not engage in or allow any act that may be deemed a nuisance, annoyance, or cause damage to the facility. SVLC may evict any function that violates this policy, at its discretion.

3. Insurance

The renter is required to provide a copy of proof of insurance with a minimum general liability coverage of \$5,000,000 naming the church as co-insured.

4. Activities for Children and Youth

All rental groups involving children or youth under 18 years of age must ensure the legal parent/guardian signs a Waiver of Liability/Consent to Attend, if the legal parent/guardian is not attending the event/activity with the child/youth. Waiver forms will be provided for such rental groups.

5. Payment of Booking Deposit and Rental Fees

The renter must pay a deposit at booking equal to 20% of the quoted fee or \$100, whichever is greater. Full payment is due one week before the rental date. Payments can be made by cheque, bank draft, money order, or e-transfer. Any returned payments (N.S.F.) and associated fees will be charged back to the renter. Rental fees are not charitable donations and do not qualify for a charitable donation tax receipt.

6. Cancellation of Rental Agreement by Renter

All cancellation notices must be submitted in writing to SVLC. Once a booking is confirmed and a deposit is received, a minimum cancellation fee of \$100 applies. Cancellations made within three weeks of the booking will forfeit the entire booking deposit. Cancellations with less than one week's notice will incur a fee equal to 50% of the original rental fee. Penalties under this policy may be waived at the sole discretion of SVLC.

7. Cancellation by Shepherd of the Valley Lutheran Church

SVLC reserves the right to cancel a Rental Booking Agreement if the building cannot be used safely. This includes situations such as unsafe weather, or needed repairs to building systems (plumbing, electrical, or other). If SVLC cancels the rental, they will make every effort to inform the renter as soon as possible and offer options to reschedule. A full refund will be given if SVLC cancels. SVLC is not responsible for any failure to provide access due to circumstances beyond their control.

8. Transfer and Assignment

Rental Agreements are not transferable or assignable by the Renter.

9. Disclosure

It is understood and agreed that the Renter named in the Rental Agreement is the real party, and the Renter is not acting on behalf of an undisclosed principal/party. If it is found that the Renter is not the true party, SVLC may immediately cancel the Rental Agreement and any remaining portion of the rental time without liability, and the rental fee will be forfeited.

10. Applicable Laws

The Renter may not conduct or permit any activity in the facility which is illegal.

11. Designated Areas

Only those areas authorized in the rental agreement may be used. Use of areas beyond those identified in the agreement will result in additional rental fees at double the per hour rate.

12. Exits and Entrances

Parking of vehicles in fire lanes is prohibited. Building exits and entrances must not be obstructed at any time.

13. Hours of Use

The SVLC facility is available only during the times approved in the Rental Agreement. All renters must vacate the facility by the end of the approved period. Exceeding the scheduled time will result in additional charges, billed at the hourly rental rate for every 30 minutes over the approved time. Access to the building will be granted no more than 15 minutes before the agreed-upon set-up time. The Renter is responsible for ensuring all guests leave the building and grounds by the time stated in the Rental Agreement.

14. Emergency Evacuation

Exits are clearly marked. It is recommended that the Renter familiarize themselves with the closest emergency exits and evacuation routes. In case of emergency it is the Renter's responsibility to ensure their guests are safely evacuated.

15. Clean-Up

The Renter is responsible for removing all decorations, cleaning off all tables and chairs, putting all garbage and recycling in designated bins or containers, and leaving the rented space in a tidy condition.

16. Supervision

The Renter must appoint a Supervisor who is at least 21 years old to be present on-site for the entire duration of the activity. This Supervisor will be responsible for overseeing all activities, participants, and guests, ensuring compliance with the terms of the rental agreement. Any damage caused or discovered during the rental must be reported immediately to SVLC by the Supervisor. In case of an emergency, such as a fire, the Supervisor will direct the evacuation of the facility. SVLC reserves the right to determine if security or church personnel are needed for the rental, with associated costs charged to the Renter.

17. Personal Injury and Damage

The Renter agrees to accept all responsibility for personal injury, damage to property, costs, expenses, claims or actions related to the rental at Shepherd of the Valley Lutheran Church.

18. Moving Furniture and Fixtures

No furniture, fixtures, or equipment are to be moved or removed from the facility without prior approval from SVLC. Furniture and equipment may not be taken outdoors without prior approval from SVLC.

19. Damage, Breakage, or Missing Furniture/Equipment

The Renter is responsible for any damages caused to SVLC during the rental activities. They must take reasonable care of all SVLC property used or found in the facility. The Renter will cover the cost of repairing or replacing any damaged or missing equipment, furniture, or fixtures (including linen and kitchenware), either directly or through their insurance.

20. Audio and Video Resources

Renters must bring their own audio/visual equipment. Under special circumstances, the church's audio equipment may be used, and the additional costs for a sound technician would be covered by the Renter. SVLC reserves the right to refuse or approve requests for the use of the church's audio equipment.

21. Fundraising

Fundraising activities, of any kind, at the church facility require prior approval.

22. Property Belonging to the Renter

The Renter must remove all equipment and belongings brought to the church facility by the end of the rental period. Items cannot be left for pick-up later. SVLC is not responsible for any lost, stolen, or damaged property belonging to the Renter, participants, or invitees before, during, or after the rental. SVLC does not accept liability for any equipment or items left on church property.

23. Signs and Decorations

Decorations may only be attached to walls or other surfaces using painter's tape or removable sticky tack. Nails, tacks, or any items that puncture walls, floors, or ceilings are strictly forbidden. Any damage caused by improperly attached decorations will result in additional charges. Confetti, rice, flower petals, or similar materials are not allowed. Helium balloons are only permitted if securely anchored. Any decorations that require extra cleaning by custodial staff will incur charges to the renter. All decorations must be removed on the same day, and the rooms must be restored to their original condition. All tape and sticky tack must be completely removed from walls and surfaces.

24. Candles

The use of combustible candles is prohibited. Battery operated candles may be used as an alternative. the use of incense or other aromatic products is prohibited.

25. Smoking and Cannabis

Smoking is strictly prohibited on SVLC property at all times. the use of Cannabis in any form is also forbidden. Violating these rules will lead to immediate termination of the Rental Agreement and eviction from the property.

26. Pets

Pets are not permitted to be brought into the building. Clearly marked service animals are allowed.

27. Food or Drink

Food and drink consumption must be approved in advance and included in the Rental Agreement. If the kitchen is needed, an additional rider will be added, requiring a church member or parishioner to supervise kitchen use; the fee for the kitchen supervisor will be covered by the Renter. Any damage or costs from food or drink consumption will be the Renter's responsibility. All Renters are responsible to supply and serve their own food and beverages (i.e. arrange for catering). Food and beverages are restricted to the fellowship hall and kitchen areas and are prohibited in the Sanctuary and Narthex (lobby).

28. Alcohol

The use or serving of alcoholic beverages is permitted only with the permission of SVLC. If approved, the following must be provided: a liquor license, additional liability insurance to cover use and consumption of alcohol for the rental, and proof of "Serving it Right" certificates for designated servers.

29. Parking

Parking on SVLC property is only allowed in marked spaces. The Renter is fully responsible for all vehicles and their contents while attending the Renter's event or activities on SVLC property. SVLC does not guarantee parking availability. Overnight parking is strictly prohibited. Vehicles not parked in designated spaces may be ticketed and towed at the owner's expense. Note: Parking is not allowed in the designated "Emmaus Place" parking area.