



Kitchener Mennonite Brethren Church

RENTAL POLICY

19 Ottawa St. North, Kitchener N2H 3K2
Phone: (519) 745-5144 E-mail: office@kitchenermb.com

A. PRINCIPLES GUIDING CHURCH USE

- ◆ Our church building belongs to God . . . our living Lord. The primary function of KMB's church facility is to facilitate the programs of the church and to serve the needs of the congregation. Whenever possible, we also endeavour to make the facility available to the Christian community and to the general public. Because the church is dedicated wholly to the work of God, it is assumed that all activities (services, concerts, social functions, or sports events) will be conducted in a manner that is pleasing to God. If necessary, the Pastor (Trustee Chair, Church Board) will make the decision as to whether the proposed activity fits with our core values.
 - ◆ Ministries and functions of KMB and the community will receive priority in the following order:
 - KMB Internal Ministries
 - KMB Members/Adherents
 - Other MB Churches
 - Community Organizations
 - Individuals not associated with KMB
- * Rental fees are applicable to all usage of the facilities except for KMB Internal Ministries.
- ◆ We view our church building as one of the tools to serve and to reach our community, and community uses (e.g., blood donor clinics) will be accommodated where possible.

A. RENTAL POLICY

- ◆ The Rental Request Form must be completely filled out one month in advance and dropped off at the main office accompanied by the required rental fee.
- ◆ All bookings will be approved by the Church Office. The rental fee will be reimbursed if the booking is denied.
- ◆ With the exception of weddings, no bookings will be made more than three months in advance.
- ◆ The church must be vacated no later than 11:00 p.m. Attention should be given to making sure lights are turned off and all doors are locked. Decorations must be removed immediately after wedding ceremonies.
- ◆ Alcohol, foul language and other offensive activities are not permitted on/in the church property.
- ◆ Smoking is not permitted in the church building.
- ◆ Throwing of rice or confetti is prohibited within the church building and on church property.
- ◆ The carpet around the base of ALL candelabras must be protected from all possible wax drips.
- ◆ Kitchener MB Church will not be responsible for any personal injury or damage or anyone attending on the invitation of the applicant for the loss or theft of clothing, equipment or vehicle of the applicant.
- ◆ The applicant is responsible for the conduct of all persons admitted to the building.
- ◆ A technician will be available to handle any Audio and Sound requirements for all wedding and other programs. These requirements must be outlined on the Rental Request Form.
- ◆ If kitchen facilities are needed, the person responsible for the rental needs to go over the proper procedures with the kitchen and office staff (includes dishwasher, coffeemaker, supplies).

