

Policy 6: Building Use

The Church Building

- 6.1. The church remains the focal point for worship and other spiritual activities at Christ Church. Although used primarily for worship the building can also be used for:
 - a. Other religious based activities
 - b. Weddings
 - c. Funerals
 - d. Other suitable activities, such as recitals.
- 6.2. The group requesting the use of the Church will complete a form available on the Church website or from the Parish Administrator.
- 6.3. Approval of the activity will rest with the Rector and/or the Parish Administrator and is based on availability and it is compatible with the Christ Church Mission and Vision Statements.
- 6.4. Rental Fee will be based upon the current fee schedule set by the Executive Committee.
- 6.5. Upon approval of the event, the group leader will be provided with a current list of rules and regulations relating to the use, clean-up, and emergency procedures for the Church.

The Parish Hall

- 6.6. Christ Church Parish Hall is available for the use of the parish and its organizations and groups.
- 6.7. All scheduling of the hall and the use of hall equipment is to be coordinated through the Parish Administrator.
- 6.8. The group requesting the use of the Parish Hall will complete a form available on the Church website or from the Parish Administrator.
- 6.9. Bookings should be requested 6 weeks in advance.
- 6.10. Approval of the activity will rest with the Rector and/or the Parish Administrator and is based on availability and it is compatible with the Christ Church Mission and Vision Statements.
- 6.11. Rental Fee will be based upon the current fee schedule set by the Executive Committee.
- 6.12. Upon approval of the event, the group leader will be provided with a current list of rules and regulations relating to the use, clean-up, and emergency procedures for the Parish Hall.

Capacity of Parish Hall Rooms and Church

Building/Floor	Seated	Standing
Parish Hall - Lower Hall	200	250
Parish Hall - Main Hall	184	297
Church	459	500