

Appendix 4

PROPERTY USE REGULATIONS Form

Approved by: _____ Date Approved: _____

Minister Approval _____ DRE Approval _____

Building/Room(s) to be rented: _____

FUUSE Personnel to open door(s): (Yes/No) Name: _____

Key safe code: _____

Key received by applicant: _____ (Date)

Key returned to FUUSE _____ (Date)

For Office Use Only _____

1. Alcoholic beverages are prohibited on Church property for non-church functions unless prior approval is made beforehand. (Signed acceptance of **FUUSE Alcohol Policy Agreement** required for this approval.)
2. Smoking is prohibited at all times anywhere on Church premises.
3. Food and beverages are not permitted in the Sanctuary.
4. Food, beverages and consumable items (napkins, soap, paper towels, etc.) found in the kitchen are for Church use only and should *not* be used for non-Church functions.
5. The user *must* restore the property to the general condition in which it was found, including:
 - Return all chairs, tables, furniture, tablecloths, etc. to original locations.
 - Clean floors (broom swept), counters, tables, etc. as needed.
 - Wash, dry, and put away all dishes, glassware, utensils.
 - Remove trash from premises.
 - Turn off all appliances, lights, and equipment.
 - Turn down heat as instructed (if not already under Automated Settings)
 - Close all interior doors between Sanctuary, Community Room, and Parish Hall
 - Close all outside doors and ensure that they are securely locked.
 - Return key as instructed.

Any damage to Church property beyond normal wear and tear will be repaired by the Society and the cost assessed to the user.

Any extraordinary custodial or cleaning services that are incurred by the Church as a result of property use will be assessed to the user.

The following fire code capacity requirements must be followed at all times:

Parish Hall - 169 standing, 79 seated. Community Room - 65. Sanctuary - 150. Religious Education Space, downstairs - 50.

