

Sample Property Use Policy

Rationale

First Baptist Church is a federally incorporated charity. Because of its charitable status, the church must manage all of the resources that have been entrusted to it as trustee with the care and diligence of a prudent person. These resources include land, building, financial assets, and human resources. As trustee/directors, the church holds its assets for public benefit and must ensure that, in managing its resources, it does not confer a benefit on its members.

Scope

This policy deals only with the use of the land and building and is the responsibility of the Board of Resources and Management through the Property Committee.

Policy

1. All requests for property use will be evaluated for purpose and availability. The church reserves the right to refuse use of the church facilities to any organization, group or individual where use of the facilities might be detrimental to the church's ministry.
2. Other charities with compatible purposes – The church will provide free use of the facilities, subject to availability, to other organizations with like charitable objects. Such organizations might include a community bible study group or another congregation.
3. Other charities and non-profit community groups – The church will provide use of the facilities, subject to availability, either free of charge or in accordance with the current fee schedule, dependent on whether the purpose for permitting the group to use the facilities is seen to be part of the outreach ministry of the church so that members of the community might be exposed to the services of the church. Such events might include a neighbourhood ratepayers' association meeting, a baseball league's awards dinner or a local school graduation. The Property Committee will evaluate each situation individually and may confer with the Board Chairs to assist in this evaluation.

4. Individuals or groups for private or personal functions –
 - a. The church will provide free use of the facilities for events such as funerals, receptions, etc.
 - b. The church will provide free use of the facilities for weddings when one of the pastors associated with the church officiates or assists in the wedding.
 - c. Weddings that do not provide an opportunity for our pastors to be involved do not provide the church with an opportunity to meet its charitable objects. Therefore, policy 5 will apply to these situations.
5. Commercial entities for commercial purposes – The church will provide use of the facilities, subject to availability, at fair market value in accordance with the current fee schedule. The property will not be made available to businesses whose purposes are inconsistent with the church’s charitable objectives.
6. The use of alcohol and tobacco products is strictly prohibited on the property.
7. All groups or individuals will be required to sign a tenancy or rental agreement which provides for:
 - a. A waiver of legal liability against the church for any bodily injury or property damage arising out of the tenant’s/occupant’s operations and activities.
 - b. An undertaking to indemnify the church against any legal liability due to the tenant’s/occupant’s operations and activities.
 - c. In the case of organizations and businesses, an agreement to furnish the church with a Certificate of Liability Insurance confirming the tenant’s/occupant’s primary General
 - d. Liability and Tenant’s Legal Liability coverage, and the inclusion of the church as an additional insured with respect to the proposed occupancy.
8. The Resources and Management Board will maintain a current fee schedule which will:
 - a. Act as a guide to those groups and individuals who wish to contribute to the cost of facility use notwithstanding the church policy to provide the facilities free of charge.
 - b. Act as a price list for the Property Committee to assess the appropriate fair market value for facility use in the case of commercial rentals.

DISCLAIMER: This guide is provided for information purposes only and is not intended as advice to the local church. Information is current only as of the date that the guide was prepared. Readers are advised to seek professional advice for their particular situation. Revised 08/2014