

Netherlands Reformed Congregation of Fort Macleod, AB Canada

This document outlines the rules and requirements for Fort Macleod NRC Members when using the church building for approved personal functions.

CONSIDERATION

- For good order, though maybe obvious, the following must be considered before applying:
 - This is a meeting room of our NRC Church and thus there are Scriptural and church standards that must be considered and adhered to.
 - The users should do everything possible to ensure that the dress and conduct of all guests, caterers, and others involved are in accordance with our identity and ensure that a function would not cause offence and/or a slandered name of our church.

APPLICATION

- Every potential function will need a completed application form, available from the clerk, signed with approval from the consistory before commencing.
- The policy has been written with the following potential uses in mind; however, other functions may be permitted upon consistory approval.
 - Wedding reception
 - Bridal showers
 - Birthday open houses or gatherings
 - Anniversary open houses or gatherings
 - Funeral luncheons

RULES

- The only areas of the church building that are accessible for private functions are:
 - Kitchen
 - Meeting Room
 - Washrooms
 - Any other room required would need to be applied for (i.e. Nursery, Bookroom)
- Only the following items will be available for use:
 - Sound System (written directions for use will be provided)
 - Organ – only Psalters or songs from an approved list may be sung, unless other approval has been granted.
 - Projector cart (written directions for use will be provided)
 - Tables & Chairs
- Items needed from the kitchen must be arranged with the Ladies Aide. Contact one of the board members for more information.
- Guidelines, permissions, prohibitions:

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- No alcoholic beverages of any kind are permitted except pre-poured wine (bottles to be put away after pouring). User is responsible for obtaining a liquor license from AGLC.
- The hall should be vacated no later than midnight during weekdays and by 9:00 p.m. on Saturdays.
- No smoking is permitted inside the church building.
- No confetti or rice are allowed in the church building or on the church property.
- The custodians will ensure that the building is clean when you come in and will guide and assist the users in their setting up of tables and chairs. The users are responsible for cleanup under custodial guidance.
- No tailgating may take place in the parking lot.
- Any music played in the hall must not be worldly or offensive. Music played in accompaniment with video viewing should be of proper classical nature.
- The Sanctuary is NOT to be entered.
- Parents are expected to supervise their children and respect property.

FEE

- There is no fee for the rental of the facility.
- No damage deposit will be charged but we reserve the right to bill for damages.