

Draft: March 2008

12-2: Use of BCUC facilities

2. Rationale or Purpose

The rationale or purpose statement expresses “why” the policy is being written. The rationale or purpose may also contain or cross-reference “background” materials or more explanatory details regarding various factors that led to the development of the policy.

This policy consolidates recent decisions made by Church Council respecting the use of BCUC facilities by both those who are members or adherents of BCUC and by groups that are not part of BCUC, e.g. Bells Corners Cooperative Nursery School, Blood Donor Clinics, etc.

3. Policy Statement

The policy statement should be a concise statement of “what” the policy is intended to accomplish. The policy should only be a one or two sentence description of general organization intent with respect to the specific topic of the policy. The policy statement should be general enough to provide some flexibility and accommodation to periodic changes in technology.

Use of BCUC facilities must be in accordance with the procedures outlined below.

4. Scope

The scope of the policy can set important parameters such as to whom will the policy apply (e.g., staff, Committee members, all BCUC members) and to what (e.g., paper and electronic records, information and computer assets, etc.)

This policy applies to any use of BCUC facilities, whether for rent or provided free of charge by BCUC.

5. Procedures

The procedures will detail “how” the policy statement will be attained. Procedures may also describe “enforcement” provisions or methods for appeal. Procedures are sometimes provided in a separate document or left for local determination to provide greater flexibility for updates as well as local control.

All requests for use of BCUC facilities should be made to the Office Staff. For use of the kitchen facilities, please refer to the policy **Use of the Kitchen Facilities at BCUC** (UCW section of this Policies & Guidelines Manual).

All requests for use of the church facilities are forwarded to the Property Management Committee. (When does the office staff make certain decisions re the use of church facilities, e.g. weddings?) Normally, the Committee will make a decision on the request but it will refer controversial requests and requests that involve other committees to Council. The Committee will obtain certificates of insurance when appropriate.

The church facilities should be used for social events only under the following conditions:

- . The event must be sponsored by a member or adherent of BCUC;
- . The sponsor must be present and responsible for clean-up; and
- . The sponsor is informed that an honorarium would be appreciated.

The Office staff are to inform all groups using BCUC facilities of this policy at the time of booking.

All advertising for, or promotion of events at BCUC must be approved by an Office administrator.

In order to ensure no conflict with BCUC's Christmas Bazaar, should any other group wish to hold a bazaar in BCUC's facility, it should not occur before BCUC's bazaar and it must be a minimum of two weeks after BCUC's bazaar. [Is there a rationale for this?]

Use of BCUC facilities for a blood donor clinic should be during the quiet summer months.

6. Roles/Responsibilities

The procedures may contain details about who is responsible for what. The policy should also identify who is responsible for maintaining and promoting the policy, and who will provide interpretations in the event of the need for clarification or when there is a dispute.

The Property Management Committee is responsible for this policy.
Office staff are responsible for its administration.

7. Definitions

Policies should be precise and easy to understand. Some times terms will need to be defined to clarify meaning. However, the policy should attempt to convey messages in simple yet precise terms; excessive definitions may make a policy document unreadable or subject it to greater scrutiny.

8. References

It is possible that there are other policies or organizational documents that complement, supplement, or help explain the provisions contained within the current policy. References to other policies or organizational documents (e.g. BCUC Handbook, UCC Manual) can improve the usefulness of the policy.

BCUC Handbook, p. 21, Terms of Reference for the Property Management Committee, item 5:
The Committee...controls, allocates and generally oversees the use of facilities by Church and community organizations and groups.

9. Approval authority: Church Council

10. Approved date: November, 2002; March, 2003; October 20, 2004; and ??
Review date: March, 2008