



**Telkwa Community Church**  
1348 Highway 16      Box 410      Telkwa BC V0J 2X0  
250-846-5777

## **Facilities Fee Schedule and Rental Policy**

### ***Fee schedule:***

#### 1. Sanctuary:

- \$125.00 per day or evening (excludes the use of the sound system)
- \$25.00 extra for sound system use when providing your own sound technician. You must have council approval when providing your own sound technician.
- **or** \$50.00 extra for sound system use with a sound technician provided from our church

#### 2. Fellowship hall (opposite the Sanctuary upstairs):

- \$50.00 per day or evening with the use of the kitchen. (Any food supplies such as coffee, tea, sugar, condiments, etc. are not included.)

#### 3. Basement rooms other than the livingroom and kitchen area:

- \$30.00 per day or evening per room

#### 4. Kitchen and living room area in the Basement:

- \$50.00 per day or evening (Any food supplies such as coffee, tea, sugar, condiments, etc. are not included.)

#### 5. Entire building rental:

- \$250.00 per day or evening (excludes use of sound system)
- (for sound system use see #1 above)

#### 6. Janitor Fees:

- There will be a janitorial fee of \$50 expected in addition to the rental fee that will cover the extra cleaning that will be needed in the building. This janitorial fee is to be paid regardless of the cost of the rental fees.

**Policy for Rentals:**

1. Although renters are not responsible for the regular duties of the janitor, they must ensure that the church is left in a condition similar to or better than on their arrival.
2. Any renters using the facilities will be held responsible for any damage that occurs during their event.
3. It is expected that all muddy, snowy or dirty footwear must be removed at the front entrance.
4. Please keep all refreshments, snacks or food out of the sanctuary (except for water) unless special arrangements have been made ahead.
5. The moving of any benches, displays, furniture, etc. must be approved by council prior to the event. All tables and chairs, displays and pews used must be returned to the appropriate places where they belong.
6. Any use of the sound system and your own sound technician must be approved by council prior to the event.
7. Before leaving, check washrooms for any mess, and turn off lights, fans and taps.
8. Church rentals are at the discretion of the church council. The church limits the use of the church facilities to purposes that are consistent with the church's beliefs.
9. Facilities must be booked at least two weeks in advance of the event. At least one week in advance of the event, the rental application and confirmation must be completed and signed, and fees must be paid. Church council reserves the right to cancel bookings. A full refund of fees shall be reimbursed if council cancels a booking prior to the event.
10. If the facilities are reserved as standby for an outdoor wedding, no charge will be levied *unless* another party wishes to use the facilities at the same time. Then the party wishing to reserve the building as a standby facility must pay the full rental fee or forfeit to the paying group the right to the use of the building.
11. If participant members from TCC wish to rent part or all of the church building for personal events such as weddings, reunions, anniversaries, birthdays, etc. then the rental fees are waived, but the janitorial fee is to be paid.
12. Any food supplies such as coffee, tea, sugar, condiments, etc. are not included.
13. When renting the kitchen facilities, all kitchen dishes, utensils & appliances, etc must be properly cleaned and put away.
14. Smoking is not permitted in the church building or anywhere near the outside of the building.
15. No confetti, rice, etc. may be thrown inside the church building. Any confetti, rice, etc thrown outside the building must be cleaned up by the renters following the event.
16. All day rentals expire at 6:00 pm and all evening rentals expire at 12:00 midnight.