



KGF CHURCH

SHARING SPACE INFORMATION PACKAGE

2023

KGF CHURCH

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OVERVIEW

The KGF Church building and campus were built and are maintained for the glory of God and are to be used to serve its members and the surrounding community.

Shared space usage and prioritization is governed by KGF Board policy #2022-01 (attached on Page 6 and 7) and where possible, includes the sharing of related costs as per the Rate Schedule (attached on Page 5). KGF reserves the right to negotiate and/or waive deposits and shared costs at its discretion on a case-by-case basis.

Space is shared on a **first-come, first-served basis**, in accordance with policy and based on availability. The following terms apply to all shared space user groups of the KGF building and/ or property.

CONDUCT

- User group must assign an on-site representative who will be present and accessible to all participants and KGF staff throughout the usage period.
- User group is **restricted to the assigned spaces**, hallways, and washrooms.
- User group is responsible for the behavior of all participants. Any damage done to the church or church property by participants will be the responsibility of the user group.
- **User group must arrange for their own food and beverages** (no alcohol), with advance notice required.
- Serving and/or consuming alcohol and gambling activities are prohibited.
- Throwing confetti or rice, table confetti, and blowing bubbles are all prohibited.
- There is **no smoking permitted** within any KGF building space and is only permitted outside in the designated area of the parking lot.
- User group must adhere to the agreed shared-use period including specified times for set-up and clean-up-and **may not exceed the agreed usage period**.
- KGF reserves the right to assign the user group a Site Host, who must be always present during the usage period and will incur the shared costs as specified in the Rate Schedule.
- In some cases, the assigned Site Host may be permitted to also serve as a technician, as determined by KGF staff.

KITCHEN & FOOD

- User groups sharing the kitchen must identify a person with current **Food Safe certification** who will supervise the kitchen throughout the usage period. A copy of a valid Food Safe Certificate in this person's name must be submitted to KGF staff at least two weeks prior to the usage period.
- The kitchen is to be returned to the condition and standard of cleanliness in which it was found (or better). Otherwise, shared custodial costs may apply.
- All **recycling and waste must be bagged and removed from the premises** and placed into the appropriate bins in the parking lot.
- All shared linens (tablecloths, dish towels, hand towels) are to be laundered and pressed as needed and returned by the end of the next business day. Otherwise, **shared laundry costs may apply**. The security deposit will not be released until all linens are returned in the same condition in which they were found.
- Food and beverages may only be served and consumed in specified areas.

FACILITIES & EQUIPMENT

- All electronic equipment owned by KGF must be operated by the church's qualified Technician unless other arrangements have been agreed upon. Technicians are shared with user groups based on the Rate Schedule and include time for rehearsals or advance preparation work as requested.
- No equipment or property may be removed from the building without KGF management approval.
- **All property damage and/or faulty or broken items must be reported to KGF staff by the next business day.**
- Moving of any furnishings and/or accessories (plants, shrubs, cross, etc.) must be declared and approved prior to the event.
- Lit candles are not permitted due to insurance restrictions.
- User group is responsible for set up of tables and chairs prior to event, and must clean the tables and chairs before returning them to storage after the event.
- **The user and designated staff will together perform a shared space inspection prior to and after usage to note the condition of the facility.** The user may waive this requirement, if desired, but doing so will not affect any determination of damages.

DISCLAIMERS & LUDENMISTIES

- Shared usage by any group does not mean that KGF endorses the beliefs and practices of the user group.
- User group is required to arrange for and provide **proof of their own liability insurance to use this facility**, naming Kelowna Gospel Fellowship Church as the additional insured in an amount no less than \$2 million. This is not open to negotiation, as our insurance does not provide coverage for external groups or their participants.
- When a Site Host is not assigned by KGF, arrangements must be made with KGF staff for the unlocking and securing of the building.
- KGF assumes no responsibility for damage to parked vehicles during functions, or for any equipment brought into the facility by the user group and/or guests.
- If information provided in the shared use agreement is found to be inaccurate, the event may be cancelled without notice or while in progress, with no refund or recourse permitted by the user group and/or guests.
- All shared use requests require approval by KGF management.

RATES

KGF BUILDING SHARED USAGE RATE SCHEDULE (Revised April 2023)

ROOM	CAPACITY	BASIC RATE (up to 4 hours)	HALF RATE (up to 2 hours)	DAY RATE (8 hours)
Sanctuary, Hub, Kitchen*		\$600	\$400	\$1,000
Sanctuary*	350	\$350	\$200	\$500
Hub & Kitchen		\$350	\$200	\$500
Hub	200 ^c	\$250	\$150	\$400
Fireside Room	40	\$200	\$100	\$300
Kitchen	10	\$100	\$75	\$200
Youth Room	30	\$100	\$50	\$150
Library	15	\$100	\$50	\$150
Nursery	20	\$50	\$25	\$75
Kids Discipleship Room	25	\$50	\$25	\$75
Prayer Room	10	\$50	\$25	\$75
Technician		\$200	\$100	\$400
Site Host**		\$200	\$100	\$400
Custodial***		\$100	\$100	\$100

* KGF technician(s) required (minimum of 1)

** Site Host required at discretion of KGF

*** Custodial fee applies when cleaning is required after usage; at the discretion of KGF staff, additional custodial fees may apply deducted from deposit

^a Half rate available to small/simple events such as classes, Bible Studies, etc.

^b KGF technician(s) required for Sanctuary use (minimum of 1)

^c HUB standing capacity= 200; seated capacity= 150

^d Site Host required at discretion of KGF (generally if event is after office hours)

^e Minimum custodial fee applies when any cleaning is required after usage;
\$50/hr additional for unexpected cleaning/tear down (will be deducted from deposit)

¹ Time periods above include set-up/rehearsals/tear down and clean up

² Additional set-up and/or rehearsal time is negotiable

³ Applicable technical training/orientation (30 min. max.) included in rates (except for Sanctuary)

⁴ \$400 security deposit applies to all bookings at time of booking

⁵ Payment due in full on or before event date, including technician/site host fees

⁶ Rates include access to Wifi, washrooms, parking lot (does not include custodial charges)

⁷ Most rooms include mounted IV/projection

NOTE: All shared costs are payable to KGF and disbursed as required.

BOARD POLICY

BUILDING USE POLICY# 2022-01

Policy Number:	2022-01 (replaces #2016-04)
Approved by:	The Board
Date Approved:	May 30, 2022

1. General Guidelines

- 1.1. Kelowna Gospel Fellowship Church (KGF)'s building has been built for the Glory of God and is to be used to further its Mission, Vision, and Values (the "Mission") and serve its members and the community (the "Purpose").
- 1.2. The KGF property is dedicated wholly to the Lord and is first and foremost for the use of KGF, its ministries, and associated ministries and agencies.
- 1.3. KGF has adopted the CCMBC Confession of Faith (the "Affiliation"), and as such we seek to promote Christian marriages as a lifelong covenant between a man and a woman for the purpose of companionship, encouragement, sexual intimacy, and pro-creation.
- 1.4. The KGF building, grounds, and facilities are used and shared in keeping with KGF's Mission, Purpose, and Affiliation.
- 1.5. Where possible, shared building usage should include sharing facility and related service costs, as determined by KGF staff, and as set out in the "Rate Schedule".
- 1.6. KGF Members and non-members are equally subjected to these shared costs; as per CRA guidelines, there can be no material benefits for membership.

2. Prioritizing Shared Use

Shared use of KGF facilities will be determined according to the following priorities, in rank order:

- 2.1. All events and activities that are consistent with KGF's Mission and under the full authority, control and supervision of staff or volunteers of KGF. These activities are not subject to shared facility or related service costs.
- 2.2. All events and programs offered in pastoral care or in support of Christian sister organizations and our current Mission Partners. This includes but is not limited to Christian funerals and chaplaincy programs. These activities are not subject to shared facility costs but may be subject to shared service costs as set out in the Rate Schedule, based on the size and needs of the activity.

BOARD POLICY BUILDING USE POLICY# 2022-01 (continued)

- 2.3. All events and activities of the Mennonite Brethren (MB) denomination and its related organizations. These activities are not subject to shared facility costs but may be subject to shared service costs as set out in the Rate Schedule, based on the size and needs of the activity.
- 2.4. Events and activities conducted by other charitable groups with similar purposes. For example, Youth for Christ, YWAM (Youth with a Mission), evangelical missionary agencies, especially those supported by KGF. These activities are subject to both shared facility costs and shared service costs, as set out in the Rate Schedule. 2.5 Events and activities that do not conflict with KGF's mission or the MB confession of faith.
- 2.5. These activities are subject to both shared facility costs and shared service costs, as set out in the Rate Schedule.