

# Church Use Policy



The Alberta Beach Alliance Church vision statement is that "Because of Jesus, we are all about loving God and loving others." This is our purpose as a church congregation and it is the purpose for which our property and facility have been developed and commissioned. ABAC is delighted to facilitate events and ceremonies that align with our purpose, our local church policies and our statement of faith.

The maximum capacity for our building (row seating in both the sanctuary and multipurpose area) is 287 people. Our sanctuary comfortably seats 140 people. Our multipurpose area can serve up to 60 seated at tables with a buffet set up at the back of the room. Please be sure to come and view the space as you plan your event.

As you plan your event in our facility, please note that it is your responsibility to arrange for catering and the setup and teardown of tables, chairs, decorations and special structures to leave the space in a condition that is ready to be sanitised. It is also your responsibility to arrange for the clean up of any items and/or food you bring in. If you require help with any of these things, please contact the church office as we may be able to arrange for volunteers to serve. We do not allow confetti in our facility. The church is not a licensed facility and as such we do not allow alcohol to be served at any event.

We do not require a damage deposit for use in our facility, however if damage to the facility occurs as a result of your event, ABAC reserves the right to request remuneration for costs associated with repairs.

All bookings are subject to our ministry program schedule. We will do everything we can to accommodate any reasonable booking request we receive, however we reserve the option to prioritise church ministry programs, events, and functions.

In order to provide for the proper care of our facility and equipment as well as to cover the cost of additional custodial cleanings (sanitization) required before and after an event, we have prepared the following list of considerations and costs for different uses of our church building.

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## Funerals and Memorial Services

Sanctuary	\$100
Sanctuary and multipurpose area with tables and chairs and use of the kitchen	\$150

- A private family room is available for viewing or gathering before the service.
- Volunteers are available to set up for a funeral or memorial reception. Please communicate with the office if you or your group need assistance with setup and teardown.
- Use of the kitchen is given with the expectation that it will be left tidy and ready to be sanitised.
- To prepare food in our facility, we require that your caterer or one supervising person on your kitchen team provide proof of current Food Handler certification.
- Volunteers are available to prepare a light spread for a reception (sandwiches, dessert squares, coffee, tea and juice). Please contact the office for more information.

## Suggested Honorariums

Officiant	\$200
Musician	\$150
Audio visual tech	\$100

- If you choose to use an ABAC staff member to officiate this includes both the interment and church services as well as a meeting with the family to make arrangements prior to the service.

Because of the nature of funerals and memorial services, we at ABAC do not want to add any undue stress to an already painful time. As such, we will do everything within our ability to accommodate your needs for availability. Please also know that if you and your family are unable to cover one or any of the items listed above, we would consider it an act of loving service to cover these costs for you. If you are in a position to give more than what is listed, your contribution will be tracked and used to serve others who are in need of this kind of help.

If you require additional spiritual support following the passing of a loved one, please reach out. All visitations and meetings outside of the funeral service are a regular function of our church ministry and are given freely without expectation of remuneration or attendance.

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## Weddings

Sanctuary	\$300
Sanctuary and multipurpose area with tables and chairs and use of the kitchen	\$600

- This includes access to the facility for two days for the purpose of rehearsal and decorating.
- If you have plans to have an officiant who is not on staff at our church perform your ceremony, a key will be provided for a \$150 refundable deposit with instructions for use and return.
- Use of the kitchen is given with the expectation that it will be left tidy and ready to be sanitised.
- To prepare food in our facility, we require that your caterer or one supervising person on your kitchen team provide proof of current Food Handler certification.
- Bookings for weddings must be made no less than three (3) months and no more than nine (9) months prior to the date of the ceremony.

## Suggested Honorariums

Officiant	\$300
Musician/per musician	\$200
Audio visual tech	\$150

These are suggestions, not fixed values. However, they do take into consideration the following:

- Wedding officiant from ABAC: four to six sessions of premarital counselling, assisting couple with crafting order of service, preparing ceremony presentation, overseeing rehearsal, officiating the wedding, providing documents on the wedding day and processing legal documents on behalf of the couple after the ceremony.
- Musician(s): practising selected pieces, being present and performing at rehearsal, performing at ceremony.
- AV tech: communication and prep before the wedding, working at both the rehearsal and ceremony.
- For use of our sound and projector system by someone not on the ABAC volunteer list, we require that your tech receive training from our staff within two weeks of your event.

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## Events (Birthdays, Anniversaries, Family Reunions, etc.)

Refundable key deposit	\$150
Sanctuary including projection and sound system	\$400
Sanctuary including projection and sound system as well as the multipurpose area with tables and chairs and use of the kitchen	\$750

- Use of the kitchen is given with the expectation that it will be left tidy and ready to be sanitised.
- To prepare food in our facility, we require that your caterer or one supervising person on your kitchen team provide proof of current Food Handler certification.

## Suggested Honorariums

Audio visual tech	\$200
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- For use of our sound and projector system by someone not on the ABAC volunteer list, we require a \$200 refundable deposit. We also require that your tech receive training from our staff within two weeks of your event.