



General Rental Policy for Oakridge Lutheran Church (OLC)

This policy is subject to periodic review and new policy with changes will be given to all Renters already booked.

OVERVIEW

1. Oakridge Lutheran Church (**OLC**) reserves the right to whom and when it will rent its facilities to third parties. A booking deposit of 20% is required and non-refundable, which is negotiable for 1-year maximum contracts. A damage deposit of up to \$1,000 is also required in all cases. Prior to the event day, Renters must provide proof on a minimum \$2,000,000 liability insurance to cover their event and names OLC in that policy.
2. Worship in the sanctuary is for exclusive use by the OLC congregation. Other congregations are welcome to rent Multifunction Rooms #1 and/or #2 for worship at a preferred rate. Otherwise, the sanctuary may be rented for weddings, funerals, conferences, seminars, concerts and similar venues. OLC retains the right to require additional staff present within the sanctuary during an event, based on its discretion, billed \$25/hr.
3. Each multifunction room has its own 75" monitor and portable sound system with a wireless microphone. It does not require use or access to Translation Booth equipment or connections in the sanctuary.
4. The Multifunction rooms can be rented for meetings or banquets. Combined rooms seat up to 70 people. Use of the kitchen and it's equipment may be included in Multifunction room rentals for an additional fee.
5. Other OLC facilities such as the Outreach meeting space, offices #1 & #2 and the Boardroom are available for short-term rentals. The Roof Deck is also available for outdoor rentals.
6. The Outreach meeting space is a self-contained ground level room with its own Ash Street access door, bar-style sink and standard washroom. It includes a microwave oven and fridge. Access to the church can be restricted by the locked inside lobby door that is alarmed against unauthorized entry into the church itself.
7. Designated furnishings such as folding tables, chairs, etc. are also available for rent during third party events. None are to be removed from the premises without written permission. A set up fee will apply.
8. Use of the large screen monitors in the Outreach, Boardroom and Multifunction rooms are included in the rental. This allows connection to a laptop or USB memory stick for presentations and media. Two portable microphone & speaker systems are also available for a usage fee.

9. No signage is allowed on the outside of the building (walls, doors, windows) but the 75" digital billboard in the church lobby may be used instead for the event. Temporary free-standing event signage outside the premises may be allowed after review. Notices on the church website for an event can also be arranged.

BOOKING

All Renters of any OLC facilities, equipment or services are bound by the following terms and conditions:

1. Bookings must include allowance for the Renter's arrival, set-up, cleaning and exit from the facility within the booked time. With a minimum 72 hours' notice, OLC staff will arrange for chairs, tables and other booked resources to be set up in advance of arrival/event start time, with final arrangement and adjustment of such placements undertaken by the Renter. Rentals exceeding their booking time will be charged extra.
2. Damage deposit and proof of liability insurance must be received by OLC 2 weeks before scheduled event.
3. For resources booked through OLC such as chairs, tables, etc., Renters may optionally have chairs, tables, etc. pre-set by OLC staff for a labour fee of \$25/hr with a possible minimum 4-hour call. These items may not be removed from the OLC premises.
4. Chairs in worship rooms and offices are not allowed on roof deck or outside the building. Appropriate folding chairs and tables are allowed on the roof deck with written permission from OLC.
5. All public events are subject to a custodial labour charge of \$35/hr on a minimum basis of 2 hours to account for additional cleaning required following an event.
6. OLC retains the right to require additional staff present within the sanctuary during an event, based on its discretion, billed \$25/hr.
7. Early entry or late events: \$25/hr, charged per hour outside of the following standard operating hours:

Monday to Saturday 8AM – 10PM, Sunday 1PM – 10PM

8. On closed days such as Statutory Holidays, staffing charges are applied \$25/hr, with a minimum 4-hour call, and will be charged for at least a 15-minute period to either side of the booked time to allow for opening and closing of the facility.
9. No smoking is permitted inside the building, on the deck or outside the building within 6 meters of doorways or windows. If smoking takes place outside the building, the Renter must provide suitable ashtrays or sand buckets.
10. No illicit drugs are to be brought onto the premises.
11. No alcohol consumed on premises with the exception of communion wine used during a worship service. Alcohol for a special event requires a liquor permit for the event and proof that servers are certified.

12. No food or drink is allowed inside the sanctuary, except for wine or juice used for communion.
13. No traffic through sanctuary is allowed between kitchen and roof deck, instead must use mezzanine door to roof deck. This is especially due to concerns about any food or drink in the sanctuary which is not allowed.
14. No pets are to be permitted on the premises with the exception of assistance animals.
15. OLC assumes no liability for Renter equipment, etc. left on premises before, during or after the event.
16. Special event parking in front of the church requires Renter to obtain their City of Vancouver parking permit at least 7 business days before the event! This gives the City time to post parking restriction signs and cover any parking meters in advance. You must conclude and pay for your permit by 10AM three working days in advance of permit start date to allow for scheduling and installation of temporary signage.

For more information, go online to:

<https://vancouver.ca/streets-transportation/reserve-metered-spaces.aspx>

City Client Services

5th floor, Crossroads

507 West Broadway (at Cambie St)

Vancouver BC, V5Z 0B4

Monday to Friday (*except holidays*) 8:30AM to 5:00PM

Phone: 604-871-6730

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