



Use of Facilities Guidelines

Preamble

The Sarnia Bluewater Roman Catholic Family of Parishes (SBRCFP) is comprised of six parishes for a total of seven identifiable churches. They range in size and amenities and are distributed throughout the City of Sarnia. The seven churches are consecrated and are comprised of a large gathering space, dedicated to the celebration of the eucharists, and several auxiliary rooms.

All facilities operated by the SBRCFP are the property of the Roman Catholic Episcopal Corporation of the Diocese of London in Ontario. The sole purpose of these facilities is to fulfil the pastoral Plan and mission of the Diocese of London, enunciated in the following six goals:

Goal I: *As living signs of Christ's presence, we will respond to the call to personal holiness given to all by committing ourselves to opportunities for ongoing conversion and spiritual renewal.*

Goal II: *Called by Christ, we will evangelize through the clear proclamation of the Gospel and the constant teaching of the Catholic faith, assuring that such proclamation and teaching is linked to the life experience of the people.*

Goal III: *With our sights set on the mission of Jesus, we will minister with justice and compassion to the wounded, the searching, the entrapped and those in material and spiritual need.*

Goal IV: *As the Body of Christ, formed by word and sacrament, we will make provision for meaningful liturgical celebrations in our parish communities to ensure full, conscious, and active participation by all.*

Goal V: *Inviting all to co-responsible ministry, we will encourage and support the ongoing formation of laity, religious and ordained.*

Goal VI: *Imitating Christ the servant-leader, we will employ and model governance practices at all levels that seek to: meet the needs of God's people, support the Church's mission, ensure appropriate participation in decision-making by the laity, religious and ordained, uphold Gospel stewardship, and promote accountability and transparency.*

These guidelines do not apply to living spaces.



Support to the mission

Usage of Parish facilities must be guided by the mission of the Diocese of London. The following table identifies types of events, based on the support they contribute to the mission.

Direct Support	Indirect Support
Events associated with liturgical celebrations	All events involving alcohol
Events associated with a Sacrament	All by invitation only events
Events associated with evangelization	Events associated with the democratic right to vote
Events sponsored by Catholic lay organizations	Events sponsored by mutual self-help group
Events celebrating foundational supporters of parishes	Civil emergencies

Risk mitigation

Event Caretaker

No cost will be charged to events that provide direct support to the mission.

For events that are qualified as indirect support, an event caretaker must be available and assigned to the event. The assigned person shall be on site for the duration of the event, starting 2 hours before the start of the event to make sure the facility is suitable. The Event Caretaker will remain on site for 2 hours after the conclusion of the event to ensure the premises have been left in a as found condition and are secured as per the Premises Security Policy.

Event Caretaker is a site-specific knowledgeable person entrusted with the safe keeping of a premise and its occupants for a defined event. These responsibilities do not include the cleaning of facilities.

Insurance

Parish event Insurance is required for all indirect support events and can be arranged by the Family of Parish. Catholic lay organizations may carry their own insurance. Proof of insurance must be provided to the Family of Parishes before the start of the event.

Smart Serve

A Smart Serve proof of certification is required by anyone who serves or handles alcohol in Ontario. Refer to the Alcohol and Gaming Commission of Ontario for further guidance.



Food Handling Training

A food handler training certification is required by one food handler or supervisor while food is being offered. Refer to Ontario Food Premises Reg. 493/17 for further guidance.

Licences

Facility license agreement

A license agreement for the use of Parish facilities by a third-party group should be completed and signed by both parties. The standard license agreement, provided by the Diocese of London, should be used where applicable.

Liquor licence

A Special Occasion Permit from the Alcohol and Gaming Commission of Ontario is required for the consumption of alcohol at any events hosted in Parish facilities. Proof of Permit must be provided to the Family of Parishes before the start of the event.

<https://www.agco.ca/alcohol/liquor-licensing-fees>

Cost

Direct support events

There are no costs associated with direct support events. Donations to support our mission would be appreciated.

Indirect support events

Event Caretaker cost will be \$40 per hour starting 2 hours before the event and ending 2 hours after the event. Alternate arrangements can be made directly between the event organizer and the event caretaker.

Insurance cost provided by Parish User Group Program

	1-25 participants	26-100 participants	101-250 participants	251-500 participants
Parish-based event with alcohol	\$25	\$50	\$100	\$150
Group events ending after 8 pm (no alcohol)	\$25	\$50	\$100	\$150
Group events ending after 8 pm (with alcohol)	\$100	\$175	\$225	\$275
Group events ending before 8 pm	\$25	\$50		

Costs associated with permits and certification of volunteers are the responsibility of the event sponsor.



All facilities must be left in a clean and “as found” condition. All furniture and appliances must be returned to their proper location. Any cost accrued due to improper usage of facility and its associate equipment will be billed to the event sponsor.

Request for use of facilities

To ensure proper and efficient use of Parish facilities, all events must be entered in the Outlook Calendar.

Requests can be made the following ways.

1. By filling in a facility usage request form electronically and submitting it to the Booking Coordinator.
2. By requesting a facility via the Outlook Calendar.
3. By contacting the Booking Coordinator directly.

Depending on the nature of the request, the Booking Coordinator may confirm the availability of the selected facility or may suggest a suitable alternative.

A Facility Usage Request Form shall be completed and approved. Pastoral usage of facilities must be approved by the Pastor; any other usage must be approved by the Pastor or the Business Manager.

Booking of a Parish facility will only be entered in the Outlook Calendar once approved and required forms are provided.

This process does not apply to recurring meetings in direct support of the Servant Leadership model adopted by the Family of Parishes.



Diocese of London

Parish Facility Usage and Rental Policy

April 2024

The Diocese of London Parish Facility Usage and Rental Policy Updated April 2024
Parish halls and ancillary meeting spaces must be used according to this policy. Those parishes that have a hall must decide whether the hall will be used only for parish events or whether the hall may be rented out for non-parish events.

It is often asked what criteria an organization must meet to be parish sponsored or affiliated. In the event of an insurance claim involving a potential non-parish sponsored activity, the following questions would be asked to further determine if a group was parish sponsored and eligible for insurance coverage:

1. Did the parish have full control over the group or function?
2. Did any costs or fees associated with the function flow through parish accounts?
3. Was the function or group open to all parish members?
4. Was the purpose of the function or group to facilitate learning, raise revenue for the parish or provide a social service on behalf of the parish?
5. Was the teacher or leader of the group a parish volunteer or employee?

In general, a group which does not meet the definition of an affiliated organization or is unable to answer the above five questions in the affirmative would not be parish sponsored. Accordingly, that group must sign the Facility Usage/Indemnity Agreement and supply the parish with the necessary insurance documentation.

Non-parish events include baby showers, election polling stations, wedding receptions, and use of the facilities by non-parish groups or organizations, such as Alcoholic Anonymous (AA), Catholic Womens' League (CWL), Society of St. Vincent de Paul (SSVP) and Knights of Columbus (KofC). Although the members of the CWL, SSVP and KofC are generally comprised of parishioners, these groups are separate legal entities with their own legal and governance structure and therefore they are not considered parish groups.

When the facilities are being rented for a non-parish event the "Facility Usage/Indemnity Agreement" must be used and signed by the user and the parish. Groups that have a series of meetings throughout each year can use one agreement to cover meetings for one year or longer. You may wish to use a separate schedule for meeting dates. The parish will need to decide its rate for rentals. In some cases, there will be no charge.

The renter must also obtain event liability insurance and if alcohol is to be served, host liquor legal liability insurance. The certificate of insurance must be provided to the parish. Insurance may be obtained through the renter's broker/insurer or through a program with



Gallagher Insurance. For organizations that cannot obtain insurance, the “Adult Hold Harmless Agreement” must be completed by each participant.

Any meeting or event where alcohol is to be served requires a Special Occasion Permit (SOP) through the Liquor Control Board of Ontario (LCBO). The SOP can be purchased online at www.agco.ca. Once the SOP is obtained, it needs to be taken to the LCBO for the purchase of alcohol. All alcohol to be served must be bought in this way. Unopened alcohol may be returned. The SOP must be visibly displayed at the bar during alcohol service. The bartender must have a current valid Smart Serve license.

Funeral luncheons are an exception to the rule. No facility usage agreement or insurance is required unless alcohol is being served. If alcohol is being served, you **MUST** obtain a SOP, along with the Facility Usage/Indemnity Agreement and insurance.

When rental of off-site venues is required for parish activities, a contract must be signed with the venue operator if insurance is required.

If you have any questions regarding this policy, please contact the office of the Chief Financial Officer for the Diocese of London.