

Church Rental Policy

The Charlie Lake Community Church is an independent Christian organization, associated with the Canadian Baptists of Western Canada.

Our programs, policies, and procedures, therefore, are designated to help us effectively represent Jesus Christ in our community. Usage of this facility will be granted, or denied by the church board based on whether or not the event & speaker is in line with the church's purpose, statement of faith, & upholds the reputation of the church, and is in accordance with local fire and safety ordinances. Please note the church board has the final authority to accept or deny usage of our facility.

Contributing factors such as submitted date of request, regular programming of the church, special seasonal celebrations, and other programming organized by this church will receive first priority.

GUIDELINES FOR USE OF FACILITIES:

1. Please confine your group to the requested areas.
2. A non-refundable rental deposit is to be paid in advance, at the time of booking facilities.
3. If the sound system is required, it must be paid for prior to your event. Audiotaping is available. Only personnel authorized by the Charlie Lake Church may operate the system.
4. Security of the building is the responsibility of the person taking out the application.
5. Stage equipment, tables and chairs are not to be moved without prior consent of the CLCC.
6. The use of confetti is not permitted. If fresh rose petals are to be used in a wedding processional, please ensure they be white only, and be picked up immediately after the ceremony.
7. Candles/candelabras are permitted providing precautions are made against wax dripping.
8. Candles are permitted in banquet area provided they are enclosed in glass holder.
9. Please provide your own linen for the guest book and signing of register tables.
10. Parties renting banquet hall are required to stack tables and chairs at the close of their function.
11. Do not attach anything to posts, walls, carpets, furniture, etc. Decorative hooks are provided.
12. Caterers needing to be hired must have a current food safe certificate.
13. The user group must provide parking attendants for more than 300 guests in attendance.
14. Tobacco and alcoholic beverages are not to be used in the building, however if you will be having guests who smoke, outdoor ashtrays are provided.
15. Appropriate music and dress please.
16. The church building is not to be used as a dance hall.

17. No pets in the building.
18. Use of the grounds is allowed, however we ask that the grounds be left as you found them. Please respect any landscaping on the premises.
19. Any group using the church is responsible for any damage to the facility as a direct result of their usage. Anyone found in violation of these policies may be asked to terminate their usage. Please report any such damage to the church immediately.