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## **Church Rental Policy**

Charlie Lake Community Church (CLCC) is an independent Christian organization, that is a member of 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 based on whether the event and speaker are in line with the church's purpose, statement of faith.

**Please note the church board has the final authority to accept or deny usage of our facility.**

### **Guidelines for the use of facilities:**

A non-refundable rental deposit is to be paid in advance, at the time of booking facilities.

#### **Building Use:**

- Please follow local fire and safety ordinances.
- Please confine your group to the requested areas.
- No pets permitted in the building.
- Use of the grounds is allowed, respect the landscaping on the premises. Please leave the grounds as you found them
- Caterers must have a current food-safe certificate.
- The user group must provide parking attendants for events that have more than 300 attendees.
- Parties renting banquet hall are required to stack tables and chairs at the close of their function.
- Following the rental event, the renter is to ensure all lights are turned off, and all windows and doors are shut and locked.

#### **Equipment/Decorating:**

- Stage equipment, furniture, and church décor may not be moved without prior consent from CLCC (entire building inclusive)
- Please do not screw or nail items into the walls or posts
- The use of confetti is not permitted. Fresh rose petals (white only) may be used in a wedding processional; please pick up immediately after the ceremony.
- Dripless Candles/candelabras are permitted, other candles are permitted provided they are enclosed in a glass holder.
- Please do not use tape on the floor.
- Please provide your own linen for the guestbook and signing of register tables.

#### **Restrictions:**

- Only personnel authorized by CLCC may operate the sound system.
- Tobacco and alcoholic beverages are not to be used in the building; smoking is permitted at the outdoor ashtrays.
- Be respectful with choice of music, language and dress.
- No dances permitted in the facility.

Groups using the church are responsible for any damage to the facility as a direct result of their rental, please report any damage to the church immediately. Anyone found in violation of these policies may be asked to terminate their usage. Please report any such damage to the church immediately.

Initial agreement of Church Rental Policy: \_\_\_\_\_

Date: \_\_\_\_\_

Return completed forms to: Administrator Charlie Lake Community Church, Box 639 Charlie Lake BC, VOC 1H0 [office@charlielakechurch.com](mailto:office@charlielakechurch.com)