Church Facility Usage

Guidelines and process for using church facility.

- Saskatoon Chinese Alliance Church Facility Usage Guidelines ??????????????????
- Church Facility Usage Application ????????
- How to Properly Lock the Church Front Door

Saskatoon Chinese Alliance Church Facility Usage Guidelines

Purpose	To ensure all usage of SCAC facilities aligns with biblical principles, church priorities, and legal requirements.
Description	This document outlines the procedures, principles, and responsibilities involved in requesting, approving, and using SCAC facilities. It includes insurance requirements and user conduct expectations.
Owner	Church Secretary
Next Review Date	9/1/2026
Spiritual Benefits	Promotes stewardship, unity, and accountability in how church spaces are used for ministry, fellowship, and community-building, ensuring church remains a place set apart for God's work.
Spiritual Measures	• All events align with biblical values. • Priority given to SCAC ministries. • No usage for personal profit or non-Christian purposes. • Conduct and activities reflect Christ-like witness and church reverence.
References	Church Facility Usage Application

Application for Usage

- Organizations or individuals must contact the church office to inquire if our facilities are available at the time of their event. Do not request directly through pastors or administration team member for usage.
- If our facilities are available, the applicant must fill the application form completely and submit it to the church office a minimum of 3 weeks prior to the date of their proposed event.
- The application form will be reviewed by the Administration Team.
- The application form will be reviewed by the Administration Team. The Administration Team will inform the applicant in writing if usage is approved.
- If it is an application for long-term usage of our facilities, the application must be approved by the Administration Team.
- Requests for regular use of church facilities may be subject to a contract agreement instead of this usage agreement.
- SCAC cannot guarantee usage bookings more than 2 months ahead; SCAC ministry events take priority over third-party usage, and SCAC reserves the right to cancel events at any time.

Principles for Approval

- Usage for SCAC ministries always has priority over third-party usage. The nature of the activities or events shall not violate Biblical principles. Users of the sanctuary should also respect that it is a place of worship. No non-Christian events will be held in the sanctuary.
- SCAC will not approve our facilities to be used for business or personal profit. Usage is encouraged for non-profit oriented activities and events. Please do not put up advertisements for businesses during

events.
- Any event that involves fundraising must be approved by the SCAC Administration Team.
- Guidelines that ensure accountability include: a minimum of two people must be responsible to count the funds raised, the funds raised should be reported publicly, there should be proof that the funds were donated to the organization.
- The user recognizes that SCAC reserves the right to terminate the usage of the building by any person or organization at any time.
- Dispute due to the usage of the church building, if any, shall be under the jurisdiction of the laws of Saskatchewan.
- Church equipment will not be loaned or used for non-ministry purposes

Liability

- The following events will be covered by SCAC insurance:
  - All events approved by the Administration Team and that fall under the approved ministries of SCAC
  - All weddings that are officiated by SCAC pastors
  - Events where the primary organizer of the event is an active member* of SCAC.
  - Note that SCAC members recognize that usage of SCAC facilities is encouraged for ministry-related purposes.
- SCAC's insurance cannot be extended to an outside organization or other legal entity, even if it is run/operated by a SCAC member. Third-party organizations and non-members of SCAC must provide proof of their own liability insurance.
- Requirements of insurance are as follows:
  - The organization must provide a valid insurance certificate, including "Tenant's Legal Liability"
  - Minimum coverage of $2,000,000
  - A policy number listed on this document
  - A valid expiry date
  - Saskatoon Chinese Alliance Church's name and address must be listed as an "additional insured" to the policy.
  - Adequate description of what the organization is using the SCAC facilities for and what specific dates they are using it under the "Description of Operations/Special Items" section.

Principles for Users

- Smoking, drinking alcoholic beverages, promoting any illegal activity, or promoting behaviour contrary to Biblical principles will absolutely not be allowed in the church.
- Users are expected to exhibit appropriate dress, behaviour and respect in the church.
- Users have the responsibility to keep the building clean and neat, and after usage to clean up and return all items to their original places.
- Users should bring their own supplies (food, drink, utensils, etc.) and audio/video equipment for their event. If a user wants to use church supplies or equipment, permission must be obtained.
- If the SCAC sound system is being used, only approved SCAC-trained technicians may operate it. Applicants are then responsible for booking a SCAC audio/visual technician. If no qualified technician is available on the requested date, then the event may not take place.
- Applicants are responsible for booking SCAC personnel to unlock the church before the event, and lock the church door and arm the alarm system after the event. If no SCAC personnel are available to provide access on that date, then the event may not take place.
- Users will be responsible for any damage to the church during the usage.
- This church is a non-profit organization and does not receive rental fees. However, users should recognize that the church is covering costs such as electricity and water, and SCAC will accept free-will offerings to cover such costs.
- All children must be supervised at all times in the facility

*Please refer to the SCAC bylaw for the definition of inactive member.

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Church Facility Usage Application

Purpose	To provide a structured and trackable process for requesting and approving facility usage.
Description	This form allows internal and external groups to request permission to use SCAC facilities.
Owner	Church Secretary
Next Review Date	9/1/2026
Spiritual Benefits	Encourages stewardship and accountability in managing church resources for God’s purposes.
Spiritual Measures	Timely processing of requests that support ministries, outreach, and Christian fellowship.
References	Church Facility Usage Guidelines

https://docs.google.com/forms/d/e/1FAIpQLSdCebvmirBqWfXQW4nV6mEj4OD0L_SgXNP6EumTnRXBKudPRA/viewform?embedded=true

How to Properly Lock the Church Front Door

Video

Our church front door uses a commercial-style lock, which works differently from a typical household lock.

How This Lock Works

In most home locks, turning the key pushes the latch straight out into the door frame. Our church lock does not push sideways. Instead, the latch flips upward from below. When the latch flips fully upward into a horizontal position, the door is properly locked.

Important: Turning the Key Is Not Enough

Sometimes, even if:
You turn the key all the way and can remove the key, the latch may not fully flip into the horizontal position.

If this happens:

- The latch can slowly slip back down.
- The door may become unlocked by itself.

Before You Leave

1. Turn the key fully.
2. Visually check the latch.
3. Confirm that it is fully flipped up into a horizontal position.
4. Gently push/pull the door to ensure it is secure.
   If the latch is not fully horizontal, the door is not safely locked. Lock it agin.

Let’s take the extra few seconds to double-check. It protects the building, the equipment, and everyone who serves here.
Doors are simple. This one just likes attention.
Thank you, brothers and sisters, for your loving and patient service.

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