

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	Phoenix Mao
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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Revision #14

Created 11 April 2025 09:54:41 by Phoenix Mao

Updated 17 May 2025 21:01:30 by Thian-Peng Ter