

St Paul's United Church 62 Peter St N. Orillia, ON L3V 4Z1	POLICY	Page 1 of 1
Subject: Procedure for Free Rental Space		Date Effective: Date Reviewed: Date Revised:
Issued by: Coordinators Team		Approved by: Leadership Team

PURPOSE:

If an outside, not-for-profit or charity wishes to use rental space at no cost or a reduced cost they may ask the coordinator of the relevant program ministry area. If the Coordinator believes the request has merit then the request would be brought forward to a Coordinators' meeting.

POLICY:

The Coordinators will discuss the proposal.

It is anticipated that the requirements of the discussion will vary according to the proposal. At a minimum, it will include the merits of the proposal as it aligns with St. Paul's mission.

The Coordinator who brought the request forward will let the office and the not-for-profit or charity know the decision.

The not-for-profit or charity will be encouraged to make a voluntary donation as they can.

SCOPE:

PROCEDURE:

Responsibility:

Equipment:

Method:

Special Considerations:

Associated Documents:

References: