



Subject: **Rental Approval Policy**  
Policy Category:  
Index #: **xP-22-xx**

Approval Date: 06/17/2024  
Review Date: \_\_\_\_\_

**1.0 SCOPE** (Who this policy applies to)

- 1.1 This policy applies to Central Niagara as it has primary authority for approving Central Community Centre rentals.

**2.0 POLICY STATEMENT** (Why this policy exists / Under what authority)

- 2.1 The purpose of this policy is to set guidelines regarding Central Community Centre rentals and to ensure that any rental activity that takes place in the Central Community Centre meets the criteria outlined in this Policy.
- 2.2 CN is affiliated with Central Community Church and all uses of the Central Community Centre need to be in alignment with the values and beliefs of Central Community Church. Therefore, only rentals that do not violate CCC's values and beliefs will be approved.
- 2.3 Understanding that Central Community Church's mission statement is "Helping you connect with God and others", we are aware that the activities that happen within the Central Community Centre reflects both organizations, and it is our hope that these activities ultimately help our community connect with one another in a positive and lifegiving environment that reflects the love of God.

**3.0 DEFINITIONS** (any terms used in the policy that may not be clear)

- 3.1 CCC – Central Community Church
- 3.2 CN – Central Niagara Corporation
- 3.3 Centre – Central Community Centre
- 3.4 Judeo-Christian Worldview:  
The term "Judeo-Christian" refers to something that has its source in the common foundations of Judaism and Christianity. In other words, a worldview that comes from, or is directly connected to, the religious writings, beliefs, values, or traditions held in common in the Old and New Testament of the Bible. It is our belief that there is a God who wants to use us to bring peace, joy, and hope to this world and that He has given us a clear mandate of what this looks like.
- 3.5 Pastor – a minister who is designated as a pastor by CCC.

**4.0 PROCEDURES**

**4.1 RENTAL CONTRACT**

- a. CN staff will maintain a standard rental contract for all building rentals (the "Rental Contract").



- b. Any material changes to the Rental Contract will be approved by the Board.

#### 4.2 REVIEW OF PROPOSED RENTAL CONTRACTS

- a. Before a proposed Rental Contract with a proposed client can be approved, the following reviews must be completed by CN staff:
  - i. The CN staff will complete a Missional/values review that will consider the following questions with respect to a proposed rental activity:
    - Does the proposed rental introduce potential reputational risk to CCC?
    - Is the proposed rental activity opposed to the Judeo-Christian worldview?
  - ii. The CN staff will complete a financial review to determine what the actual net revenue of the proposed rental to CN will be. The review will include an assessment to determine the financial risk/exposure to CN or CCC caused by the proposed rental. The financial review will also include a margin analysis with the following components:
    - a. The margin analysis will include a complete costing of CN staff and equipment required to support the proposed rental.
    - b. The margin analysis will include a capital cost allocation based upon a standard metric established by the CN Board.
    - c. The margin analysis will meet/exceed the minimum threshold to be approved. (*Minimum threshold to be developed by staff and approved by the Board*).
  - iii. If necessary, CN staff will retain legal counsel to complete a legal review and determine if there are any potential legal issues / risks to CCC or CN.
  - iv. CN staff will determine whether the rental activity is consistent with the Annual Rental Plan.

#### 4.3 APPROVING PROPOSED RENTAL CONTRACTS

- a. CN has forged a strong relationship with CCC in the operation of the Centre. CCC is the owner and primary user of the building, as well as the driving force behind creating a space for our community. For this reason, and to honour this relationship, CN will only approve rental events, functions, or celebrations that are NOT in violation of the Judeo-Christian worldview held by CCC. We are inclusive in our posture and approach to all people, but we are exclusive in our convictions by not permitting Centre rentals that are counter-productive to the purposes of the CCC or its ministries as outlined in the CCC Ministry Covenant. Any event that does





not align with our values will not be approved by CN to take place in the Centre.

- b. Any religious ceremonies that require a licenced officiant must be conducted by a Pastor from CCC and adhere to all policies and procedures regarding said ceremonies.
- c. The net revenue must meet the minimum revenue threshold requirements as determined by the CN Board. Rentals that do not meet CN minimum revenue requirements will not be approved.
- d. The rental activity must be consistent with the Annual Rental Plan. Unless there are other mitigating factors, rental activities that are not consistent with the Plan will not be approved.
- e. One-time rentals that meet this Policy criteria may be approved.
- f. Longer term rental/lease agreements that have a significant impact on building utilization will be reviewed by staff and the Executive Director and if they meet the criteria of the policy will be brought forward to the CN Board for approval. (Note: As the Rental Plan is implemented and CN's experience grows, further criteria can be implemented to expand staff approvals authority for most rentals).
- g. Proposed rentals that CN staff determine will cause significant legal or financial risk to CN or CCC will not be approved.
- h. After completing the reviews mandated under subsection 4.2 and with due consideration to the requirements of this subsection, CN staff will compile their findings into a brief to be submitted to the Executive Director along with CN staff's recommendation for approval or non-approval.

#### 4.4 FINAL APPROVAL

- a. All approval or non-approval recommendations from CN staff are subject to final approval or non-approval from the Executive Director who will take the requirements of both section 4.2 and 4.3 into consideration when making their decision.
- b. If the Executive Director is unsure whether a proposed rental meets CN criteria, they will bring it to the Central Niagara Board for a final decision.

#### 4.5 REJECTING REQUESTED EVENTS

- a. If the proposed rental is refused by the Executive Director or the Central Niagara Board, a letter of refusal will be sent to the proposed client. The letter will state:

"Dear [Recipient's Name], Thank you for considering Central Community Centre as the venue for your event. We appreciate the time and effort you have taken to reach out to us. Unfortunately, after careful review, we regret to inform you that we are unable to accommodate your request for rental space as your event does not align with our Rental Approval Policy.



Our Policy can be provided upon request. Thank you once again for your interest in the Centre, and we hope that you are able to find a suitable venue that meet your needs. Warm regards,"

## 5.0 RELATED CCC POLICIES

- 5.1 CCC Ministry Covenant
- 5.2 Annual Rental Plan Policy
- 5.3 Alignment with Central Community Church
- 5.4 Annual Operating Budget

## 6.0 RELATED CCC FORMS

- 6.1 Rental Form (Central Niagara Website)

## 7.0 OTHER REFERENCES & ADDITIONAL INFORMATION

## 8.0 POLICY REVIEW

## 9.0 POLICY CONTACT

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*The following shall be completed and signed by the Chair of the Board and the Lead Pastor, or in their absence, an Executive Committee Member of the Board.*

APPROVED at the 06/17/2024 Board Meeting.  
(Approved/Amended/Refused) (Insert Date)

Name: ANDREW MARCHAND

Title: CHAIR CN BOARD

Signature: [Signature]

Name: Ashley Berti

Title: Director of Operations

Signature: [Signature]