



The Presbyterian Church of Saint David · 1544 Grafton St. · Halifax, NS · B3J 0J5

## **SAINT DAVID'S HOUSE RULES**

### **\* INTERIM DOCUMENT \***

Welcome to The Presbyterian Church of Saint David.

We are pleased to share our space with individuals and groups who value respect, responsibility, and community. These House Rules are intended to ensure that all who use our facilities do so in a manner that is safe, considerate, and aligned with the values of our congregation.

Please review the following guidelines carefully. By using our space, you agree to uphold these expectations and to treat the building, its contents, and all who enter with care and respect.

Thank you for helping us maintain a welcoming and well-functioning environment for everyone.

## **SAINT DAVID'S HOUSE RULES**

### **General Conduct**

1. **Respect the Sacred Nature of the Space** – Please remember this is a place of worship. Activities must be respectful of the space and its purpose. No use of religious items (e.g., communion vessels, candles, crosses, Books of Praise, etc.) is permitted unless explicitly approved in writing.
2. **No Alcohol or Drug Use** – The possession, use, or consumption of alcohol, cannabis, or any other legal or illegal substances is strictly prohibited on church property.
3. **No Smoking or Vaping** – Smoking or vaping of any substance is not permitted anywhere inside the building or on church grounds, in accordance with Halifax Regional Municipality regulations.
4. **No Open Flames** – Candles, incense, or any source of open flame is not permitted anywhere on the property.

### **Use of Space**

5. **Use Only the Spaces Specified in Your Agreement** – Entry and use of areas not listed in your rental agreement (including the balcony, offices, kitchen, or storage rooms) is not permitted.
6. **Sanctuary Food Restrictions** – No food or drink is permitted in the Sanctuary, on or near the piano and / or organ. Food and beverages may only be consumed in the kitchen, narthex, or gathering area (open floor space behind the pews).

7. **Piano and Organ Care** – Piano or organ use permitted only if specified in your rental agreement. No food or liquids are to be placed on or near the piano or organ at any time. Do not attempt to move or adjust either instrument without prior written permission.
8. **Furniture and Equipment** – Furniture and equipment may not be used for any purpose other than their intended use. All items must be returned to their original placement after use.
9. **Decorations** – The Presbyterian Church of Saint David is a confetti, glitter, and rice-free space. No use of confetti, glitter, or rice is permitted anywhere on church property. No tacks, nails, tape, or adhesives may be used on walls, pews, or other surfaces without prior written approval. Decorations must not damage surfaces or leave residue.
10. **Sound and AV Equipment** – Use of sound or AV systems must be pre-approved and supervised by designated church personnel if required.

### **Cleanliness and Waste Disposal**

11. **Liquids and Waste** – No liquids are to be poured into garbage cans. Please empty liquids into the kitchen sink before disposing of containers (e.g., coffee cups, water bottles).
12. **Waste Separation** – Garbage, recycling, and compost must be separated according to local bylaws. All waste must be removed by the Renter from the premises at the end of your event unless otherwise arranged.
13. **Cleaning and Reset** – Renters are expected to return the space to its pre-use condition, including cleaning up all food, decorations, and garbage, and ensuring furniture is returned to original placement.

### **Safety and Supervision**

14. **Emergency Procedures** – All renters must familiarize themselves with and follow the Emergency Procedures outlined in Section 1.6 of the Rental Agreement.
15. **Supervision of Minors and Vulnerable Persons** – Events involving children or vulnerable individuals always require appropriate adult supervision. A Vulnerable Sector Check may be required for supervisors. (See *Leading with Care* Policy)
16. **Deliveries** – Church staff are not responsible for receiving deliveries. Renters must be present to receive items and arrange access with a church contact.
17. **Capacity Limits** – Adhere to the stated capacity limits of each room in accordance with fire and safety regulations.
18. **Security** – Renters are responsible for ensuring doors are locked and lights are turned off at the end of their rental period unless otherwise instructed.
19. **Booking Time Must Include Set-Up and Clean-Up** – Renters must ensure their use of the space—including set-up and clean-up—takes place within the time specified in their rental agreement. Additional time will be billed accordingly.

## **20. Damage or Loss**

Renters are financially responsible for any damage to church property or loss of items that occurs during their rental period.

If you have any questions or require clarification, please speak with your church contact before your event. Thank you for your cooperation and for helping us preserve the beauty and sanctity of Saint David's.