

**EXALTATION OF THE HOLY CROSS
UKRAINIAN CATHOLIC CHURCH
415 W. VICTORIA AVENUE
THUNDER BAY, ON P7C 1G8**

**POLICY FOR THE USE OF THE B.G. SHUMAY AUDITORIUM
(Also referred to as "Hall")
AND KITCHEN FACILITIES**

1. The B.G. Shumay Auditorium and kitchen facilities are only for the use of parishioners, parish sponsored groups and parish programs. Parish functions have priority in the use of the Church and Hall facilities, and **exclusive use** of the kitchen facilities for specific weeks of the year, including the week leading up to the Parish Easter dinner and the Parish Praznyk in September. Other user groups who rent the Hall will not have access to the kitchen facilities during these specific weeks each year.
2. There will be no charge for the use of the facilities for a funeral reception for any parishioner. If the funeral reception conflicts with previously scheduled event in the Hall, Parish Council will determine which user has priority.

"Parishioner" is defined as:

Member of the Church who is registered in the Parish Office, is an envelope holder, contributes to the support of the Parish and its activities, and participates in the Divine Liturgies;

Or

Member of the Church who is registered in the Parish Office and was an envelope holder, but due to health reasons or special circumstances (as deemed by Parish Council), is unable to contribute to the support of the Parish and/or attend Divine Liturgies.

For use of the hall for Funeral reception/ luncheons refer to the "Funeral Luncheons" pamphlet / document.

3. Where the Pastor agrees to officiate at a funeral service for non-parishioners, the Hall may be used for a reception at the discretion of the Pastor and Parish Council. The fee for the use of the Hall is \$225.00, to be paid in advance of the function, at the time of booking. Use of kitchen facilities is not included. The fee is irrespective of who provides the reception luncheon or refreshments. E.g.: church volunteers or caterer.
4. A parishioner may use the B.G. Shumay Auditorium for a private function with the approval of the Parish Council for a fee of \$175.00. One cheque for \$50.00 shall be paid in advance of the function, at the time of booking, and another cheque shall be made out for \$125.00 prior to the event. Proof of event insurance will also have to be provided at least two weeks prior to the event. Where the custodian is not used, \$50.00 will be refunded.
5. The Auditorium will not be rented for shags, stags, etc.

6. The Golden Agers may use the B.G. Shumay Auditorium and kitchen facilities for their regular weekly functions at a fee of \$40.00 per week. The group is required to make an additional payment of \$75.00 per day when the Church Hall and kitchen are used for fundraising activities, in order to offset operating costs. The purchase of event insurance for a one-year period by the Golden Agers is mandatory. Proof of event insurance will be provided on an annual basis.

Pursuant to Term #1, the Golden Agers will have no access to the kitchen facilities during the weeks set out in Term #1.

7. At the discretion of Parish Council, the B.G. Shumay Auditorium and kitchen facilities may be used by public service or charitable organizations without a fee, providing they supply proof of event insurance.
8. No food or drinks are allowed in the classroom areas. Classrooms are not rented.
9. The statements in this policy are subject to periodic review and revision.
10. The hall shall not be rented out by a parishioner for a group or non-parishioners so as to benefit from reduced fees or for other advantages.
11. In an effort to ensure fairness and accuracy of information the Parish Priest and church bookkeeper shall keep an up to date list of the church Parishioners. The list must be made available to the church luncheon convener.