

# Westside Calgary Chinese Alliance Church

## Multi Purpose Hall (MPH) Usage Guidelines - Summary

October 1, 2009 Version

### MPH Usage Guidelines

1. The purpose of the Multi Purpose Hall (henceforth “MPH”) is to outreach, to establish people, and to cultivate a Christian lifestyle. The MPH is reserved for “Ministry” and “Fellowship Group” booking only. Booking made by individual members of WCCAC for personal and non-commercial community will be considered as approved by the Board of Elders.
2. Booking and usage of the MPH will be prioritized for Church-wide meeting, programs, functions and outreach; congregational or departmental ministries and functions; and, fellowships events.
3. MPH will be closed for Worship Services and Prayer Meetings.
4. All MPH booking and usage shall be ended before 9:30pm and all activities in the MPH should be ended by 10:00pm.
5. The Board of Elders, the pastoral staffs and authorized persons reserve the right to terminate and cancel any booking and event.

### MPH Rules and Regulations

1. No sports or activities that might damage the floor or walls and or deemed dangerous will be allowed.
2. For safety reason, only single sport activity is allowed in the MPH at anytime.
3. All injuries and damages must be reported immediately to the supervisor, coordinator, , or the Board of Elders.
4. The user (internal and external) agrees that should any damage occurs to WCCAC’s property or equipment by any individual attending the functions, WCCAC will at its discretion repair or replace the damage property and the user agrees to reimburse WCCAC for the full amount of repair or replacement.
5. Adult supervision of children (12 years old and under) is required at all times. Children will not be allowed to enter the MPH without adult supervision or group coordinator.
6. Only basketball or court shoes are allowed on the MPH floor. No “street shoes” or “marking shoes” are allowed to be used or worn on the MPH floor. These approved MPH shoes should not be worn outdoors.
7. The supervisor (such as fellowship chairperson, counsellor and group coordinator) should be present all time to supervise the event. The supervisor should have basic knowledge to operate the facilities, air-conditioning and security system.
8. Remove any trash and, if needed, clean the MPH area after usage.
9. Coordinator or supervisor will assume responsibilities for emergency medical attention of the guests. The church assumes NO responsibilities for providing medical care.
10. Alcohol, liquor, narcotics and smoking are not allowed in the MPH as any other area in the premises of WCCAC. No foul language or rough play.
11. For visitor (non-church member), he or she is required to complete, upon entry, a visitor form detailing their names, addresses, contact information, and name of the members or groups who invited them to come. Information collected from this visitor form would be used for security and follow-up purpose. The members should be with the visitor all time within the Church area. Each member can invite no more than four visitors or one family per session.

### Booking procedure (Fellowship booking)

1. Make your booking by e-mail to WCCAC Church (email: booking@wccac.net).
2. All fellowship bookings should be requested by fellowship chairperson, counsellor or authorized person.
3. No more than 3 months advance booking is allowed.
4. Each fellowship has one booking session for each month.(each session is two hours) The additional booking for the month requires an approval by the Elder of Administration.

5. Each fellowship can have a “last minute” booking request of the “same day” available session. However, the request has to be submitted during the office hours. The “last minute” booking is not guarantee and no priority.
6. The MPH booking schedule will be posted on the Church Web site.
7. The Board of Elders and authorized persons reserve the right to change and cancel any booking.

MPH Opening hours

1. Monday, Tuesday, Wednesday and public holidays, the MPH is closed and not available for booking.
2. Thursday, 10:00am to 9:30pm.(advance booking is required)
3. Friday, 10:00 am to 9:30 pm (advance booking is required)
4. Saturday and Sunday, 12:30pm to 9:30pm.(advance booking is required)
5. The second and fourth Saturday 5:00pm to 9:30pm , MPH is reserved by Awana ,( no open booking )
6. Each session is 2 hours. Some sessions may less than 2 hours.
7. The Board of Elders reserves the right to change any MPH opening hours and booking schedule.

Any user of MPH is responsible for his or her own safety and belongings, including those attending the function. The church assumes no responsibility for losses, damages, or injuries caused or incurred. All users bear their own insurance. The church shall not be responsible or liable for any claim by the users.

The Elders Board and Administration Elder have the right to amend this Multi Purpose Hall (MPH) Usage Guidelines

Effective date of the Guidelines : October 1, 2009

This is a simplified version of the MPH Guidelines and Regulation. Please refer to the MPH Usage Guidelines and Regulation for detail information.