



LICENSE AGREEMENTS

The diocesan licensing template is intended to clarify regular or frequent use of church buildings or spaces – and especially longer-term arrangements with community groups, day care centres and schools. It is not intended for use with groups that will be using the church on a one-time basis.

Canon 4.7 (23) allows parishes to enter into agreements for the use of parish space for periods of up to three years (inclusive of all renewals). For agreements of more than three years, Canon 4.7 (22) requires the approval of the Vestry, Synod, and Bishop. The requirement for approval by all three parties arises from a statute of the Province of Ontario (Anglican Church of Canada Act, 1979). The policy of the diocese is that users of church premises, even for a one-time use, must provide evidence of liability insurance or obtain user group insurance through the diocese.

For questions related to license agreements, please contact the Executive Officer & Secretary of Synod.

ENABLING MOTION FOR VESTRY MEETINGS

The following motion should be considered each year at an annual vestry meeting to authorize the corporation to enter into short-term agreements.

A Motion to Empower Corporations to Enter Into Site Use Agreements Of Less than Three Years

BE IT RESOLVED THAT this vestry authorizes the incumbent and churchwardens to consider and, if they deem it advisable, to approve leases, licenses, or space agreements of less than three years inclusive of all renewals

AND THAT this authorization shall extend only to agreements that include the following provisions:

- That the agreement may be terminated by *Name of Church* upon sixty days' notice
- The lessee or licensee shall provide proof of liability insurance

AND THAT if there is any conflict between this resolution and any authorization or approval resulting from it, the Canons of the Diocese of Niagara, it is understood that the Canons shall prevail.

ENABLING MOTION FOR LONG TERM AGREEMENTS

For use only in specific circumstances, after consultation with the Executive Officer & Secretary of Synod where a long term agreement or renewal in their fourth year is desired.

A Motion to Empower Corporations to Enter into Site Use Agreements of more than Three Years

WHEREAS [name of organization or group] has provided proof of liability insurance.

BE IT RESOLVED THAT this Vestry authorizes the incumbent and churchwardens to sign a (lease, licenses or space agreement) with [name of organization or group] to (outline the purpose of the agreement, e.g. "to meet weekly in the parish hall" or "to operate a music school in the church basement") subject to the following terms and conditions:

- [outline the terms of the lease, license, or space agreement OR summarize by referring to the lease, license, or space agreement presented to the Vestry] and
- the approval of the Bishop and Synod of The Diocese of Niagara

This motion would then be forwarded to Synod Council for its approval before it could take effect.