

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY:
Administration

SUBJECT:
Broadcast System Utilization
- Church

SECTION:
B
POLICY:
2

DATE:
June 2009

Signature: _____

ADMINISTRATOR

REVISION DATE: January 2013

Broadcast System Utilization – Church

POLICY:

The Leamington Mennonite Home is a faith centred continuum of care which promotes and provides spiritual programming and services to all residents residing in the Long Term Care Home, Retirement Residence and Complex.

PURPOSE:

The Church Broadcasting System is an unfunded outreach program owned and operated by the Leamington Mennonite Home through special donations and fundraising activities facilitated by LMH. The primary purpose of the system is to broadcast worship services and spiritual programming held at the Leamington United Mennonite Church.

Individual requests for the broadcasting of other services, ceremonies and celebrations require the permission of the Leamington Mennonite Home processed through the completion of the LMH: Church Broadcasting Request Form (See attached Request Form) available through the Leamington United Mennonite Church: Office.

PROCEDURE:

- The Leamington Mennonite Home is responsible for the management of the Church broadcasting equipment: repairs, maintenance and utilization of guidelines.
- All equipment shall remain stationary at the Leamington United Mennonite Church, as determined by the Leamington Mennonite Home, in consultation with its Information Systems Consultant. At no time may the equipment be altered or removed from the Church.
- The system should be operated exclusively by the trained videographer volunteers of LUMC.
- Requests for use of the system by individuals and/or groups will be processed through the LMH Church Broadcasting Request Form made available through the Leamington United Mennonite Church 7 days in advance of the broadcast.
- Permission to use the system will be granted by the Administrator or Designate of the Leamington Mennonite Home only if the Request Form has been completed by the individual and/or group with appropriate utilization fees included with the Form. Any requests for system usage may be denied if the programming requested conflicts with programming, services and activities facilitated by the Leamington Mennonite Home and Apartments.



**Leamington Mennonite Home
Church Broadcasting System
Utilization Request Form**

The Church Broadcasting System located in the Leamington United Mennonite Church is an unfunded spiritual outreach program owned and operated by the Leamington Mennonite Home through special donations and fundraising activities facilitated by the Home.

Use of the Church Broadcasting System requires the completion of this form together with the payment(s) outlined. All requests must be approved by the Administrator and/or Designate, of the Leamington Mennonite Home at least 7 days in advance of the broadcast.

Date of Use _____

Time _____

Contact Person _____

Telephone Number _____

Event to be Broadcast _____

LUMC Volunteer Videographer in charge _____

(To be contacted and scheduled by the Contact Person)

Utilization Fees

- **Church Broadcasting Equipment Fee** **\$200**
To be paid in cash or cheque made
Payable to the Leamington Mennonite Home and
Enclosed with this Request Form
- **Volunteer Videographer Fee** **\$100**
To be paid in cash or cheque made
Payable directly to the LUMC Volunteer Videographer

Condition of Use

By signing this Request Form, the Contact Person, together with the individuals, families and/or groups utilizing the system agree to the following terms:

- All Church broadcasting equipment is to be operated by the LUMC: Volunteer Videographer only at all times.
- All broadcasting equipment shall remain stationary. No equipment may be altered or removed from the Leamington United Mennonite Church.
- The system shall only be used on the date and at the time specified on the Request Form.
- Costs for the creation of a DVD shall be assumed by the Contact Person identified on the Request Form and paid to the LUMC: Volunteer Videographer.
- We understand and approve that the videotaping will be transmitted to the Leamington Mennonite Home and Apartments.

Signature of Contact Person
Requesting Church Broadcasting System Use

Administrator of the Leamington Mennonite
Home and Apartments

Date

Date