



St. James United Church

Living fully, intentionally and compassionately...

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IMPORTANT: TO SECURE YOUR BOOKING, THIS COMPLETED/SIGNED FORM AND PAYMENT MUST BE RECEIVED BY ST. JAMES UNITED CHURCH. IF NOT RECEIVED, THE BOOKING DATES MAY BE RELEASED AND MADE AVAILABLE TO OTHER GROUPS.

CONTACT INFORMATION:

NAME: _____ TITLE: _____

ORGANIZATION: _____

ADDRESS: _____ CITY: _____ PROV: _____ POSTAL CODE: _____

PHONE: _____ EXT: _____ EMAIL: _____

RENTAL INFORMATION:

PURPOSE OF RENTAL: _____

NO. EXPECTED: _____ ADMISSION FEE: ☐ Y: \$ _____ ☐ N

ROOM REQUESTED

(Prices are based on per hour usage or part thereof):

- ☐ \$ 42 LARGE AUDITORIUM (GYMNASIUM)
- ☐ \$ 37 SMALL AUDITORIUM
- ☐ \$ 31 FRIENDSHIP ROOM
- ☐ \$ 50 SANCTUARY
- ☐ \$ _____ OTHER: _____

ADDITIONAL SERVICES/FEES:

- ☐ \$ 0 WIFI REQUESTED (PASSWORD REQUIRED)
- ☐ \$100 DAMAGE DEPOSIT
- ☐ \$ 50 SET-UP FEE (SETUP & TAKE-DOWN REQUESTED BY CHURCH STAFF)
- ☐ \$25 OPEN CHURCH DURING OFF HOURS
- ☐ \$50 SOUND SYSTEM
- ☐ \$25 PROJECTOR

REQUIREMENTS: _____

☐ ONE TIME RENTAL

FULL RENTAL FEE DUE WITH CONTRACT TO HOLD YOUR DATE.

DATE: _____

START TIME: _____ END TIME: _____
(INCLUDING SETUP TIME) (INCLUDING CLEAN-UP TIME)

☐ ONGOING RENTAL

ONE WEEK RENTAL FEE DUE WITH CONTRACT TO HOLD YOUR DATES.

START DATE: _____

END DATE: _____

START TIME: _____ END TIME: _____
(INCLUDING SETUP TIME) (INCLUDING CLEAN-UP TIME)

EXCLUDED DATES:

(PLEASE LIST ANY DATES DURING THIS TIME PERIOD YOU WILL NOT REQUIRE USE OF THE ROOM, INCLUDING STAT HOLIDAYS. THANK YOU.)

_____|_____|_____
_____|_____|_____
_____|_____|_____

ROOM RENTAL AGREEMENT: 2018-2019

As of September 1, 2018

TERMS AND CONDITIONS

ST. JAMES UNITED CHURCH IS A NON-PROFIT COMMUNITY ORGANIZATION; AS SUCH, WE TRY TO KEEP OUR RENTAL RATES LOW. TO KEEP OUR COSTS DOWN, WE RELY ON OUR GROUPS TO FOLLOW OUR TERMS AND CONDITIONS. PLEASE INITIAL EACH ITEM BELOW:

- ☐ OUR GROUP AGREES TO LEAVE THE FACILITIES AND EQUIPMENT TIDY AND CLEAN, AND IN THE SAME CONDITION AS FOUND. IF TABLES AND CHAIRS ARE USED (AND A STAFF MEMBER WAS NOT HIRED TO DO SET-UP AND TAKE DOWN), WE WILL RETURN THEM TO THEIR PROPER LOCATION. WE HAVE BEEN SHOWN WHERE TO FIND THE GARBAGE, RECYCLING, AND BROOMS. WE UNDERSTAND THAT WE MAY BE CHARGED FOR ANY EXCESSIVE CLEANING COSTS IF THE FACILITIES ARE NOT LEFT IN THE SAME CONDITION AS FOUND.
- ☐ WE UNDERSTAND THAT OUR GROUP WILL BE CHARGED FOR ANY DAMAGE CAUSED TO THE FACILITIES DURING OUR RENTAL TIME. WE ALSO UNDERSTAND THAT OUR GROUP WILL BE CHARGED FOR ANY MISSING OR DAMAGED ITEMS OR EQUIPMENT.
- ☐ WE UNDERSTAND THAT IF OUR GROUP IS FOUND USING ANY ROOMS THAT HAVE NOT BEEN BOOKED, WE WILL BE CHARGED FOR ADDITIONAL ROOM RENTALS. PLEASE KEEP PARTICIPANTS TO RENTAL AREAS. - DO NOT ROAM THE CHURCH. CHILDREN MUST BE SUPERVISED AT ALL TIMES.
- ☐ WE UNDERSTAND THAT WE MAY NOT ARRIVE EARLIER THEN THE TIME MENTIONED ON THE AGREEMENT UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE. WE UNDERSTAND THAT WE WILL BE CHARGED FOR ANY SET-UP AND TAKE-DOWN TIME OUR GROUP MAY NEED AND THAT THIS TIME MUST BE BOOKED ON OUR CONTRACT.
- ☐ WE UNDERSTAND THAT THE USE OF THE KITCHEN IS STRICTLY PROHIBITED.
- ☐ OUR GROUP AGREES THAT NO ALCOHOL WILL BE ON SITE, INCLUDING IN THE PARKING LOT AND SURROUNDING PROPERTY.
- ☐ WE HAVE BEEN SHOWN HOW TO LOCK UP AND TURN OUT THE LIGHTS AND TURN DOWN THE THERMOSTAT WHERE APPLICABLE.
- ☐ WE HAVE BEEN SHOWN WHERE THE BATHROOMS ARE LOCATED.
- ☐ WE HAVE RECEIVED THE PASSWORD FOR THE WIFI, IF NEEDED.
- ☐ WE ACKNOWLEDGE THAT WE ARE IN A RESIDENTIAL AREA, AND WILL BE MINDFUL OF THE NEIGHBOURS WHEN ENTERING AND EXITING THE PROPERTY.
- ☐ WE AGREE THAT THERE WILL BE NO SMOKING IN THE BUILDING. WE WILL RESTRICT SMOKING TO THE PARKING LOT AND USE THE CAN PROVIDED FOR BUTTS.
- ☐ THE CONTACT PERSON NAMED HEREIN IS AT LEAST 18 YEARS OLD AND AGREES TO BE RESPONSIBLE FOR THE GROUP.
- ☐ ST. JAMES UNITED CHURCH, ITS EMPLOYEES AND ITS OFFICERS WILL NOT BE HELD RESPONSIBLE FOR PERSONAL INJURY, DAMAGE TO PERSONAL ITEMS, OR FOR THE LOSS OR THEFT OF ANY ITEMS BELONGING TO THE APPLICANT OR PERSONS ATTENDING THE EVENT.
- ☐ WE UNDERSTAND, THAT IN THE EVENT OF A NECESSARY CHURCH FUNCTION (E.G. FUNERAL), WE MAY BE BUMPED OUT OF OUR ROOM. AS MUCH NOTICE AS POSSIBLE WILL BE GIVEN.
- ☐ **CANCELLATION POLICY:** WE UNDERSTAND THAT WE ARE REQUIRED TO GIVE AT LEAST 72 HOURS NOTICE FOR THE CANCELLATION OF A ONE-TIME RENTAL. FAILURE TO NOTIFY THE CHURCH OFFICE WILL RESULT IN THE LOSS OF OUR RENTAL FEE.
- ☐ **INSURANCE:** AS OF SEPT. 2014, ALL ONGOING RENTAL GROUPS ARE REQUIRED TO PURCHASE THEIR OWN GROUP LIABILITY INSURANCE. A COPY OF YOUR POLICY MUST BE SUBMITTED ALONG WITH THIS COMPLETED AGREEMENT.

I HAVE CAREFULLY READ AND I AGREE THAT OUR GROUP WILL ABIDE BY THE TERMS AND CONDITIONS OF THE ST. JAMES UNITED CHURCH RENTAL CONTRACT.

SIGNATURE: _____ DATE: ____/____/____
DAY MONTH YEAR

Blocked out Dates

FALL: 10/21/2018 – 11/04/2018
SPRING 2019: TBA

THE LG AUD WILL NOT BE AVAILABLE FOR RENTAL GROUPS DUE TO THE ST. JAMES PLAYERS FALL PRODUCTION.
THE LG AUD WILL NOT BE AVAILABLE FOR RENTAL GROUPS DUE TO THE ST. JAMES PLAYERS SPRING