



St. John's United Church Rental Policy

1. The facilities in either building may be rented out to community out-reach groups (A.A., Breadbasket), social non-profit organisations (Scouts, Guides, Saturday Centre) and commercial or private users.
2. Rentals shall not conflict with any other Church function or use of the facilities.
3. Audio/Visual Equipment can only be used if an EZWorship Tech Team person is available. The Tech person would need to be in attendance for the entire event if the projector system is being used. If only the Pulpit Microphone is requested a team member could set it up before the event starts, lock the cabinet and return after the event to shut everything down. For costs please refer to Fee Schedule.
4. A deposit of \$50 upon booking is required. Balance must be paid 1 month prior to the event. If the booking is less than 1 month prior to the scheduled event, fees must be paid in full at the time of booking. In the necessity of the event being cancelled, the deposit will be refundable up to 2 weeks prior to the event.
5. A Damage Deposit of \$200 (cash or certified cheque) is required at the time the rental fee is due. This amount will be refunded in full, after the event, providing no damage has occurred. In the event that there is damage beyond the amount of the deposit the renter shall be responsible to pay for any extra fees incurred.
6. Any renter requiring a key will be able to pick one up from the church office, no more than one week in advance of the event date. The renter will pay a \$25 key deposit and sign for its receipt before being given the key. The deposit will be refunded upon the return of the key – no more than one week after the event. Copying the key is prohibited.
7. Band rentals (in which there is a required security presence), 50% of the security fees must be paid for in advance (\$200). St. John's will cover the cost of the other 50%.
8. Attendance at any function must not exceed the capacity numbers outlined in the fee schedule.
9. The renter shall obtain and pay for all necessary permits and licences for use of space for functions booked, and copies of all such documents must be on file in the office prior to the event.
10. The renting organization or group shall have a sole contact person for all dealings with the Office Manager. The Office Manager will provide the renting organization with the name and number of a contact from St. John's, who would be available to respond to an emergency during an event. The Office Manager shall confirm with the contact person prior to the event.
11. Rental agreements are administered by the Church Office Manager who is the primary contact at St. John's. The Office Manager will perform the following duties in connection with rentals:
 - 10.1 Confirm the availability of the space(s) on the date(s) required.
 - 10.2 Provide a copy of these rental policies to the applicant.
 - 10.3 Maintain a log book of all rentals.

- 10.4 Determine and collect the fees.
 - 10.5 Notify other affected Church staff members of the rental.
 - 10.6 Standard rental requests can be approved by the Church Office Manager alone. In situations where there is a long term rental request or unusual circumstances (i.e. alcohol) , the manager should provide the Chair of Council with a copy of the rental application form to have the request added as an agenda item at the next Council meeting. In the event that time does not permit this step, Council Chair may consult with the Treasurer, Finance Committee Chair, Property Chair and/or designated rental representatives to grant approval. A consensus of three of the named representatives is required for approval.
 - 10.7 Upon approval, sign the application form to complete the rental agreement, unless a formal long term contract is needed.
12. The fee structure for commercial groups or persons is given in Table 1.
 13. Church members may be granted occasional use of space, at no cost, at the discretion of Council or the above mentioned designated representatives. This does not include weddings or funerals. Church members will sign a rental agreement and agree to the terms and conditions. Donations to the church towards ongoing maintenance costs would be welcomed.
 14. Rental fees for community out-reach groups will be 50% of the usual rate. Negotiation of fees will be considered, as requested. The fee will be waived for church sponsored social non-profit organisations (Scouts, Guides, Saturday Centre).
 15. Frequent user groups shall receive the following percentage discounts from list cost, based upon the frequency of use: weekly – 30%, bi-weekly – 20%, monthly – 10%.
 16. User groups must supply a copy of general liability insurance of at least \$1,000,000. Groups without insurance may be granted use at the discretion of Council or the above named representatives.
 17. Renters shall also follow the additional terms and conditions listed in Appendix 1 of this document.
 18. Renters requesting alcohol privileges must adhere to the additional terms and conditions listed in Appendix 3.

APPENDIX 1

Terms and Conditions for the Rental of St. John's Facilities

1. The dignity of the Sanctuary must be preserved at all times.
2. No smoking is allowed in either building.
3. Permission from the Property Committee must be granted for the use of lighted candles in any event.
4. The renter shall be responsible for setting up and returning any tables and chairs not normally set up in the room.
5. The renter is responsible for cleaning up any litter or garbage generated during the use of the space. The material shall be collected in plastic garbage bags and taken off-site. Recyclables must also be taken off-site. Check that the refrigerator is closed, wash and put away dishes, tidy washrooms and do a final building check (everything closed, locked)
6. Confetti and rice may not be thrown within either building.
7. Food and beverages are prohibited in the Sanctuary.
8. Furnishings and other equipment may not be moved without the consent of the Property Committee.
9. The doors to the Sanctuary are to be closed when activities are completed.
10. Children may not be left unsupervised in either building.
11. Renter may use only the space described in the rental agreement. Users must make all reasonable efforts not to disturb other persons using the building.
12. The dishwasher must be used in accordance with the posted instructions.
13. Sticky-tac is the only material that may be used to attach decorations or notices. Scotch tape, nails and tacks are prohibited.
14. Long distance telephone calls may not be made from telephones in either building.
15. Broken or damaged property must be reported to the Office Manager.
16. Fire exits from the building must not be blocked.
17. All windows and doors must be closed and locked and all lights must be turned off if the renter is the last person to leave the building.
18. St. John's reserves the right to supervise any event.

APPENDIX 2

Rental Policy for Band Concerts at St. John's United Church

1. ALL requests must come to Council.
2. Terms of regular Rental Agreement must be adhered to including:
 - a) Cash damage deposit of \$200 must be received at time of booking
 - b) Full rental amount must be received prior to the event
 - c) Copy of Event Insurance in the amount of \$1,000,000 public liability must be filed in the Office prior to the event.
3. Contract must be signed by person over the age of majority (19 years).
4. Person signing contract must be in attendance at event.
5. Two references by previous landlords must be provided.
6. All band events must conclude by 11:00 pm.
7. **Security will be arranged by St. John's (2 paid off-duty police officers), and band security is expected to work in conjunction with these officers. The cost of police presence will be divided equally between St. John's and the renter (50% each).**
8. Two representatives from St. John's will be present as hosts and to assist with security.
9. All areas of the church are off limits, except Celebration Hall and adjacent washrooms.
10. Entry for the event must be from the doors off the back parking lot.

APPENDIX 3

Alcohol Policy for St. John's United Church

1. Any renter wishing to serve alcohol at their event must make an extra deposit of \$100.
2. A special occasion permit must be completed and returned to the LCBO. A copy of said permit must be attached to the Rental Agreement.
3. A copy of the paid Liquor Liability Insurance in the minimum amount of \$2,000,000 (Two Million dollars) for the function naming St. John's United Church as an additional insured party must be attached to the signed agreement, one month prior to the event.
4. Bartending must end at 12:00 midnight, and the Hall must be cleaned and vacated by 1:00 am.
5. Renters are responsible for their own rental of required cocktail or wine glasses.
6. St. John's United Church is not responsible for any untoward events that may occur to any individual as a result of consumption of alcohol on its premises.
7. All conditions described in the general rental agreement must be adhered to.
8. Any proposed rental including alcohol must be approved by Council.

APPENDIX 4

Emergency Contact Numbers

In the case of emergency, while renters are in the building, numbers to be called are:

Custodian _____

Property Chair _____

Council Chair _____

I take responsibility for the actions of my group while we rent St. John's United Church facilities. I will not hold St. John's United Church responsible for any accidents or injuries which may occur in the course of occupying the premises.

I have read and accept these terms of use included in: (check all that apply)

St. John's United Church Rental Policy

- Appendix 1 – Terms & Conditions for the Rental of St. John's Facilities
- Appendix 2 – Rental Policy for Band Concerts at St. John's United Church
- Appendix 3 – Alcohol Policy for St. John's United Church

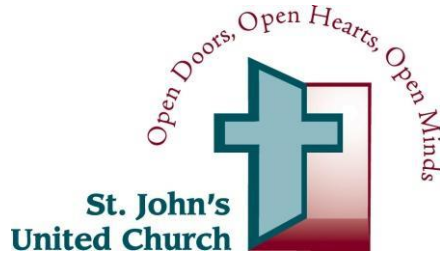
Planned Event

Date to be held

Name of responsible individual (please print)

Date Signed

Signature of responsible individual



Facility Rental Agreement with St. John's United Church

Contact Person _____ Telephone _____

Email _____

Name of Organization _____

Type of Organization (circle one):

Community Out-Reach Commercial Church Member Private

For the purpose of _____

Location (circle one): Georgetown Glen Williams

Space to be rented _____

Rental fee _____

Start date of rental _____ End date of rental _____

Start time of rental _____ End time of rental _____

Key taken: \$25 Key deposit paid

Key returned: \$25 key deposit returned:

\$200 Damage Deposit received:

\$200 Damage Deposit returned:

\$50 Room Deposit received: or full rent received:

50% Band Fees Received \$200:

Copy of Insurance received: Date on Policy _____

(if applicable) Copy attached of paid Liquor Liability Insurance naming St. John's United Church as additional insured

Contact Signature: _____

St John's Office Administrator Signature: _____

Date signed: _____

ST. JOHN'S UNITED CHURCH ~ 11 GUELPH STREET, GEORGETOWN

SPACE	DESCRIPTION	COST / USE
Sanctuary (55' by 37' the dais projects 15')	Capacity 200 people, excluding choir loft	\$52.50/hour
	Grand Piano (<i>one time piano cost for ongoing rental – once per 6 months</i>)	\$78.75
	Audio/Visual Technician (if available)	\$52.50/hour incl. prep time
	Microphone (<i>waived if St. John's technician on-site</i>)	\$26.25/day/microphone
Celebration Hall (43 ½' by 33'-9")	Capacity 175 standing (or 100 seated)	\$42/hour
Heritage Hall (21'-9" by 38 ½')	Capacity 30 seated	\$26.25/hour
Allen Room (15 ½' by 24 ½' plus 12' by 11')	Capacity 25 seated	\$26.25/hour
The Nook (16' by 25')	Capacity 25 seated	\$26.25/hour
Parlour (15' by 18')	Capacity 10 seated	\$21/hour
Kitchen (if using Celebration Hall)	fridge/stove/microwave/dishwasher/tea/coffee	\$63/day
Kitchen (if using Celebration Hall)	tea/coffee only	\$31.50/day
Kitchen (if using Celebration Hall)	cold drinks only	\$10.50/day
Kitchen (only)	fridge/stove/microwave/dishwasher/tea/coffee	\$21/hour
Parking		\$25/space/month
Wedding	see wedding policy	\$250

ST. JOHN'S UNITED CHURCH ~ 533 MAIN STREET, GLEN WILLIAMS

Sanctuary	Capacity 125 seated	\$42/hour
Fellowship Room	Capacity 20 people	\$26.25/hour
Kitchen	fridge/stove/microwave/tea/coffee	\$42/day
Kitchen	tea/coffee only	\$31.50/day
Kitchen	cold drinks only	\$10.50/day
Wedding	see wedding policy	\$200
Parking		\$25/space/month

NOTES AND DISCOUNTS

- One time user: 20% discount for 8+ hours
- Frequent user: 30% discount (weekly rental), 20% discount (bi-weekly rental), and 10% discount (monthly rental)
- Community Outreach or Social non-profit organizations may be considered for discount
- Members/Regular Attendants of St. John's United Church Georgetown and Glen Williams are entitled to free usage of our facilities with prior approval of the Rental Committee.