



Georgetown Christian Reformed Church (GCRC)

11611 Trafalgar Rd,
Georgetown, ON L7G 4S4
905.877.4322 info@gcrc.on.ca

Rental Policy & Facility Usage Agreement

GCRC is committed to effectively utilizing our facility in a way that supports our mission and safeguards people and property.

The facilities of GCRC may be rented for functions in support of a community service, a non-profit organization, or a social event, (e.g., wedding, anniversary celebration, birthday celebration, etc.) that does not conflict with the biblical teachings of GCRC. The church prioritizes facility use as follows: ministry related activities, followed by weddings, with external use activities being last in priority, where applicable. Use of church facilities is restricted to church ministry programs and/or members and for purposes which are consistent with the Statement of Faith and the Constitution of GCRC. GCRC is not obligated to rent its facilities to anyone and may, in its sole and unfettered discretion, decide not to rent its facilities.

Pre-scheduled church ministry events always get priority over any application to lease the facility.

All activities must comply with the Rental Terms and Conditions as outlined herein.

All applications to rent the facilities will be reviewed and approved by two GCRC Council Executive members. After rental confirmation, applicants will be required to:

1. **Sign a Facility Usage Agreement** which includes a statement acknowledging that the applicant will not hold GCRC liable for any injuries, death or damage to persons or property during the rental period.
2. **Provide Proof of Liability Insurance:** extending liability coverage for the rental period and indicating a limit of liability of not less than \$2 million per occurrence arising out of bodily injury or property damage, and inclusion of Georgetown Christian Reformed Church as additional insured.
3. **Provide a damage deposit fee as requested, in advance of the rental.** Deposit reimbursed if post rental inspection reveals no damages.
4. **Pay the rental fee, in advance of the rental.**

The following are prohibited:

1. Activities hazardous to people or property, or which cause annoyance to adjacent residents/neighbors
2. Smoking or vaping in the church building
3. Using profane or abusive language
4. Any games of chance involving money (bingo, lotteries or gambling of any kind)
5. Any occult practices
6. Consumption of alcoholic beverages
7. Use of any illegal substances
8. Any illegal activity
9. Use of motorized vehicles except in designated areas

The GCRC may, at its discretion, appoint a representative to monitor the event, and that representative may ask any person or group to vacate the premises in the event of misconduct or breach of the rental conditions as outlined herein.

GCRC shall not be liable for any loss or damage sustained by the applicant resulting directly or indirectly from the space being used for any reason at any time during the term of this approval of use, nor shall it be liable for any loss or injury to any property, goods or affects of the applicant due to any cause whatsoever.

The applicant hereby releases the Corporation, the church, its elders, pastors, directors, officers, employees, members & adherents from any and all losses, claims, suits and demands, or any liabilities whatsoever, arising from injury or damage to persons and property during the applicant's occupation of the space, or which may arise as a result of the granting of this approval of use, as recognized as a condition of use.

The applicant hereby agrees to indemnify and hold harmless the Corporation, the church, its elders, pastors, directors, officers, employees, members & adherents from any and all losses, claims, suits and demands, or any liabilities whatsoever, arising from injury or damage to persons and/or property that may be made by or initiated by any person, persons, corporations, partnerships, joint ventures, associations, or any other legal entity arising out of, or connected with the use of the facilities, equipment or space contemplated by the application herein, including, but not limited to all legal fees, on a solitaire client basis; together with the amount of any settlement which the church may deem to be reasonable in the circumstances as determined in its sole discretion.

- The premises are to be occupied not earlier than the time specified and must be vacated by the time specified.
- The use of the facilities is limited to reserved areas.
- When using the sound, projection or video equipment, only GCRC technician(s) will be retained, subject to availability.
- If the Elevator Lift is required, a GCRC operator will be retained, subject to availability.
- Only GCRC approved organists and/or pianists may play the church's organ and piano. Arrangements and payment to be made directly by applicant with pianist and/or organist. A list of organists and/or pianists will be provided upon request.
- If the services of a Minister are required, arrangements and payment to be made directly by applicant with the Minister.
- No food or drink is permitted in the church sanctuary.
- Adult supervision of youth under 18 must be provided at all times.
- Except for vacuuming, garbage disposal and bathroom clean-up the facility is to be left in the same condition as it was before occupancy.
- Applicants are responsible for their own set-up, take down, and clean up.
- Applicants are responsible for any facility damages, losses or theft of possessions.
- Applicants are to comply with all federal, provincial and municipal laws applicable to the applicant's use of space.
- For weddings, use of the sanctuary for a rehearsal is included in the rental rate, subject to sanctuary availability.
- For funerals, the rental fee is waived, however, there is a custodian fee as well as payment for any others providing services such as audio-visual technicians.
- The church facilities must be vacated by 11 pm.
- **Proof of Liability Insurance is required before any rental request is approved.**
This may be obtained from your homeowner's insurance company. Ask for written proof that states that your event is covered under your policy with an endorsement naming Georgetown Christian Reformed Church as additional insured,
OR if you are a business, contact your commercial insurance broker and request a Certificate of Liability Insurance with an endorsement naming Georgetown Christian Reformed Church as additional insured.
Alternately, contact Duuo Insurance <http://www.duuo.ca/event-insurance> or P.A.L. Insurance Brokers Canada Ltd., www.palcanada.com 1-800-265-8098
- **Maximum Capacity:** Fellowship Hall - 150 people, Sanctuary - 640 people

GCRC Rates

| | RENTAL FEE per 4-hour period | Other | Total Fees |
|---|---|--|-------------------|
| Sanctuary | \$150 | | \$ - |
| Fellowship Hall | \$150 | | \$ - |
| Kitchen ^{1, 2, 3} | \$50 | | \$ - |
| Reception <u>following</u> church service (e.g. baptism, birthday celebration) | No fee | | |
| Classroom/Meeting Rooms | \$100/room | | \$ - |
| CRC affiliated groups (seminars, workshops, etc.) | \$100 | | \$ - |
| Sound Technician ⁴ | | \$40/hour minimum \$80 | \$ - |
| Video Technician ⁴ | | \$40/hour minimum \$80 | \$ - |
| Projection Technician ⁴ | | \$40/hour minimum \$80 | \$ - |
| Elevator Lift Operator ⁴ | | \$40/hour minimum \$80 | \$ - |
| Funeral/Memorial Service Luncheon/Refreshment Catering ⁵ | N/C | Actual food cost + nominal prep fee | \$ - |
| Custodian - classroom/meeting rooms (non-GCRC affiliated) | | \$50 | \$ - |
| Custodian - Sanctuary/Fellowship Hall/Kitchen use e.g., weddings, funerals, classis meetings etc. | | \$100 | \$ - |
| TOTAL FEE | | | \$ - |
| PLUS \$100 Damage Deposit - separate cheque ⁶ | | | \$ - |

¹ Kitchen is not a certified commercial kitchen to be used in the preparation of meals and therefore may be used for "warming" purposes only.

² Coffee makers, dishes, chairs and tables are included in rental rates.

³ Though the Renter will be required to clean the tables, dishes, coffee pots, etc, the soiled tea towels, tablecloths and other GCRC linens should be left in the kitchen to be laundered by the GCRC custodian.

⁴ Hours worked include rehearsals, consultations, etc.

⁵ The GCRC Hospitality Team offers their services to provide and serve refreshments and/or a light luncheon after funerals or memorial services held in our church (availability to be confirmed). The menu is determined in consultation with the family. The cost of the food will be charged plus a nominal food preparation fee. The luncheon is prepared and served by a group of volunteers from our church as a way to offer love and care in a practical way to those who are grieving. The total food expense amount will to be provided to the church office by the day of the funeral/memorial service

⁶ Damage Deposit Cheque will be returned after event if post rental inspection reveals no damages.

GCRC Facility Usage Agreement

This agreement, between the Georgetown Christian Reformed Church and:

Name: _____

OR

Organization: _____

Name of Contact Person: _____

E-mail: _____ Phone: _____

Address: _____

confirm the use of the church facilities as follows for the purpose of:

Date of Event: _____

Access Time: _____ Departure Time: _____

Total Fees for this facility usage is \$_____ plus Damage Deposit of \$_____.

Submit separate cheques payable to "Georgetown Christian Reformed Church", in advance.

Damage Deposit cheque will be returned after event if post inspection reveals no damages.

In the event that the Renter wishes to cancel the booking:

- a full refund of the rental fee shall be made provided the cancellation is made one full week before the event date,
- a 50% refund shall be made if cancelled more than 48 hours prior to the booking
- zero refund if cancelled less than 48 hours prior to the booking

I, the undersigned, have read and understand the Rental Terms & Conditions noted in this Agreement, and agree to fulfill the requirements therein.

Name (please print) _____

Signature _____ Date _____

Name of GCRC Representative _____

Signature _____ Date _____

Office use only:

CE approval _____ **AGMT** _____ **INS** _____ **INV** _____ **PMT RECD chq #** _____ **DEP RECD chq #** _____ **DEP Ref** _____