



KNOX PRESBYTERIAN CHURCH

<https://www.knoxgrandvalley.com>

info@knoxgrandvalley.com

2 WATER STREET
GRAND VALLEY, ONT.
L9W 5X5

FACILITIES RENTAL AGREEMENT FORM

Name of Renter: _____

Group Represented: _____

Adult Supervisor (if different than Renter): _____ Phone: _____

Address: _____

Phone #: _____ E-mail: _____

Date to Rent Facilities: _____

Purpose for using the Church facilities: _____

Number of people in attendance: _____

RENTAL FEES:

Sanctuary:	\$200.00
Fellowship Room: (Basement)	\$ 40.00
Kitchen:	\$ 20.00 per hour (max \$100.00)
Custodian:	\$ 50.00

The renter(s) are responsible for leaving the facilities in the same condition as prior to occupancy. In the case of improper clean up additional fees may be charged at the discretion of the Board of Managers.

There will be certain services that you may require when using the church facilities that may be available at an additional cost. It is the renter's responsibility to contact and pay for these extra services.

Minister:	YES	NO
Organist/Pianist:	YES	NO
Catering Service	YES	NO

A list of suggested names and numbers of persons you may wish to contact can be provided upon request.

Please contact us by email (above) or Donna Steele 519-928-5755 for any further questions.

GENERAL PROVISIONS:

1. Church facilities are available for rent only when they are not needed for scheduled church activities. The facilities are available for use between the hours of 8 am to 12am. The building must be vacated by 12am.
2. The renter must have an adult supervisor who has accepted the responsibility of overseeing the event. This adult must be at least 21 years of age and be named on the rental form. He/she must be present during the event at all times.
3. Rental of church facilities requires approval from the Board of Managers. The Board of Managers reserves the right to refuse acceptance of this rental agreement.
4. The Board of Managers may request an additional security deposit of \$200.00 when it deems this appropriate.
5. Groups using the sanctuary will remain sensitive to the fact that it is a consecrated space.
6. The Church reserves the right to restrict the use of its facilities to activities which are consistent with the Church's religious beliefs and for uses that do not compromise the church's tax-exempt status and other protections.
7. Rental use of the church facilities in no way implies endorsement by the church of the renting group or organization, or of the activities conducted by these same rental groups.
8. All activities and events in church facilities must be in compliance with municipal, provincial and federal law.
9. Fire Regulations: All persons using church facilities must familiarize themselves with the church evacuation plans posted in the hall and exits. All exits and driveways must be kept free from obstruction in case of fire.
10. Chairs and tables owned by the church will be made available as required. Renter is liable for any damages and should not move the furniture without prior consent (IE...Pulpit/Piano...). It remains the renter's responsibility to set up and remove whatever chairs and tables that are required.
11. **Use of Kitchen and supplies:** Renter for the use of kitchen will be provided with a separate list of cleaning requirements regarding kitchen. Renters signature on this agreement includes agreement to abide by additional kitchen use requirements, if applicable.
12. The consumption of alcoholic beverages and smoking or vaping are prohibited on church property.
13. Absolutely **NO** Food or Drink will be allowed in the sanctuary.
14. Renter and specifically the adult supervisor shall be financially and otherwise responsible for all damage to the property of the church or the loss of any of the contents therein during the time the rental was in effect.
15. Renter is responsible for the proper restoration of the facilities to pre-occupancy condition:
 - a. Any and all garbage need to be properly bagged.
 - b. Spills and muck-ups on the floors need to be cleaned, vacuumed. Appropriate clean-up equipment and materials shall be made available.
 - c. Lights must be turned off, heat turned down and all doors and windows locked prior to leaving
 - d. In the case of improper clean up additional fees may be charged at the discretion of the Board of Managers.
16. The Knox Presbyterian Church Board of Managers reserves the right, through its representatives, to close any function for failure to observe proper conduct or for failure to comply with any of the above provisions.
17. The renter shall save and hold harmless Knox Presbyterian Church from any liabilities and/or responsibilities arising during the occupancy of the building and its related areas.
18. Evidence of Insurance will be required covering the rental parties event and guests during the full course of the event scheduled to take place. The renter must obtain a certificate of insurance which clearly indicates coverage and provide it 10 days prior to the scheduled event.
19. Arrangements will be made for Rental keys pick up on the date of the scheduled event. Keys must be returned the following day.

I, the applicant, hereby acknowledge that I am 21 years of age or older, and have read and will honour the conditions for use as outlined in the attached document. I understand that I will be responsible for all monetary obligations as outlined below.

Signature of Renter: _____ Date: _____

Please provide payment when returning this rental form to the church secretary. Payment Information:

Sanctuary: _____

Fellowship Hall: _____

Kitchen: _____

Custodial Fee (if required): _____

Amount paid to secretary: _____

Date: _____