

TOFIELD UNITED CHURCH FACILITIES RENTAL POLICY

One-Time Rentals

Eligibility:

- Any individual or group from within the congregation, or any community group or agency is eligible to apply for use of church facilities. Groups are welcome whether they are non-profit or profit-making. The fee may be waived for non-profit organizations.
- In cases where a rental application may come into question, the church reserves the right to refuse access when the renter's aims and goals do not match the ethos and polity of The United Church of Canada.

Rental Application Process:

- Rentals are to be scheduled through the office. Priority will be given to church functions, including weddings, funerals and funeral lunches etc., and long-term permanent users. Final decision to be made by the minister and executive of Council.
- The renter will be required to sign a Rental Agreement Form, available at the office.
- The rental agreement is valid only for the term of the booking.
- The rental agreement must be renewed every 6 months for ongoing rentals

Fees:

- \$15.00/hour, up to a maximum of \$50.00/day.
- Church members can be hired to do major clean-up if required, on a fee-for-services basis. Please inform the church office if you wish this service when you complete the Rental Agreement Form.
- **Payment is required at the time of booking.**

Insurance:

- Major renters may need to add Tofield United Church as an additional insured under their own liability policy at their own expense. Renters requiring further coverage or special coverage would be required to purchase that coverage at their own expense.
- A copy of the insurance policy must be included with the rental application.

GUIDELINES FOR USE

- There is no smoking or vaping of tobacco or cannabis allowed in the building or anywhere on the church property.
- If your program consists of setting up tables, chairs and other equipment, or removal of same, please make sure things are returned to the way you found them before you leave. If you are using the kitchen and facilities, please double-check elements and oven to make sure they are off, and follow directions posted for use of dishwasher.
- The thermostat is pre-programmed. Adjust the temperature to what you would like.
- When you are finished your program, upon leaving, please ensure all windows are closed, lights are off, and doors are securely shut and locked.
- At the end of your rental term, the key must be returned to the office
- **Tofield United Church reserves the right to terminate rental if guidelines are not met.**

AGREEMENT FOR ONGOING RENTAL OF TOFIELD UNITED CHURCH

Box 267 Tofield AB T0B 4J0

Phone #: (780) 662-3471 Fax: (780)662-3736 Email: beaverpastoralcharge@gmail.com

GROUP/ORGANIZATION: _____

Contact Name: _____

Phone # _____ Email: _____

Address: _____

EVENT: _____

Sanctuary: ___ Basement: ___

Booking Dates: From: _____ To: _____ Time: _____

(Agreement must be renewed every 6 months)

Damage: Renters are responsible for the supervision and actions of the individuals involved in their group's event. Damages incurred to the church, equipment or contents are the expressed responsibility of the renter. Damage, repair or replacement will be conducted by the renter in a timely and appropriate fashion, in consultation with the church. Tofield United Church is not responsible for property belonging to renters. Tofield United Church reserves the right to terminate this rental agreement if guidelines are not met.

Event Insurance Company: _____

(Please include a copy of your policy with your agreement)

Please make payment to TOFIELD UNITED CHURCH.

APPLICANT SIGNATURE: _____

DATE: _____

| |
|--|
| For Office Use Only |
| Key Given to: _____ |
| Added to Calendar <input type="checkbox"/> |
| Signed Agreement to Treasurer <input type="checkbox"/> |
| Insurance Policy Received <input type="checkbox"/> |
| Key Returned <input type="checkbox"/> |

*Thank you for renting at
Tofield United Church.
Please contact us with any
questions or concerns.*