

KNOX-ST. PAUL'S UNITED CHURCH
APPLICATION FOR ROOM RENTAL LEASE AGREEMENT
(PLEASE PRINT)

Name of Applicant or Organization: _____

Role or Position in the Organization: _____

Address & Phone No. of Contact Person: _____

Email Address: _____

Type of Organization: Religious () Charitable () Social () Other () _____

Type of activity: Meeting () Wedding Reception () Baptism Reception () Funeral ()
Other () _____

Date: _____ Length of time required: _____

Number of People Expected: _____

Will coffee/tea supplies be required: Yes () No () How many cups: _____

Will the use of equipment be required: Projector () Screen () Microphones ()
Sound system () Other () _____

Space requested: Sanctuary () Lower Hall () Classroom () Kitchen ()
Other () _____

Table & chair arrangements needed: _____

Hour at which you need the space unlocked and locked: _____

Please return the completed application to the church office along with a security deposit of \$100.00 (**cash**). We will refund the money within one week after the event, when we have determined that everything has been left in good order. This \$100.00 Security Deposit cannot be used to cover any other expenses.

Date

Signature

the church administrator who shall arrange for a change in the alarm system. Failure to do so may result in an additional charge should the alarm be activated.

6) The Parties agrees to abide by and adhere to the occupancy requirements for the room being rented, to wit:

| | |
|------------|-----|
| Sanctuary | 250 |
| Lower hall | 150 |

7) Alcohol and/or gambling of any kind is not permitted in the building or on the property. Smoking is not permitted in the building.

8) The Responsible Party further agrees that music and/or entertainment shall be maintained at a moderate level and agree to ensure that the music and/or entertainment does not disturb the peace.

9) The Responsible Party agrees to provide chaperones for persons under the age of 16 years.

10) The Responsible Party agrees to ensure that their invited guests will not enter upon any part of the premises except the areas specifically stated above and which are the subject of this agreement.

11) The Responsible Party and invited guests shall be permitted to use the washroom facilities which shall likewise be maintained and left in a good, clean, and usable state.

12) The Responsible party is accountable for generally cleaning and restoring the facility to its proper order. The caretaker shall advise the church administrator as to the manner in which the premises were left.

13) The Church shall advise the Responsible Party the day following the event, or within 10 days thereof, of any damages, violations, or additional costs of any kind emanating from the private event, including any extra hours or fees incurred by the caretaker which were necessitated by the Responsible Party's use of the room(s) and/or facilities.

14) The Responsible Party agrees to comply with all laws, ordinances, and regulations applicable to the premises and their use specified herein. The Responsible Party agrees to comply with Provincial and/or Health Unit restrictions and regulations.

15) The Responsible Party agrees to indemnify the Church against any and all loss, liability, or expense resulting from failure to comply with the same.

16) A first-aid kit is available in the church office and in the kitchen located in the lower hall. An incident report must be completed for all injuries to persons or damages to the property.

17) The Responsible Party further agrees to indemnify and hold church harmless against any and all claims, suits, damages, or causes of action for damages or alleged damages arising out of the use of church's facilities or from any injury to any persons and/or property.

18) The Responsible Party shall obtain the required liability and property damage insurance and provide a certificate of insurance to the church administrator ten days prior to the scheduled event.

19) The Responsible Party hereby acknowledges an understanding of all the above terms and conditions and acknowledges receipt of a copy of the agreement and the general rules and regulations regarding the rental of church rooms and/or facilities.

20) The Responsible Party agrees that this agreement sets forth their entire understanding and that any changes, additions or amendments to this agreement must be made in writing.

WHEREFORE, The Responsible Party hereto has executed this agreement the day and year first above written.

KNOX-ST. PAUL'S UNITED CHURCH

BY: _____
Church Administrator

Responsible Party

FOR OFFICE USE:

\$100.00 cash deposit received on _____
Date

Rental fees Received: \$ _____
Amount Date