

Faith United Church

Facility Permit

1778 Nash Road, Courtyce, ON L1E2L9

Tel: 905:433-8953

E-Mail: office@faithunited.ca



Organization/Group:	Address:
Contact Name:	Alternate Contact:
Phone Number:	Phone Number:
Email Address:	Email Address:
Rooms Requested:	Dates & Times Requested:
<input type="checkbox"/> Sanctuary <input type="checkbox"/> Main Kitchen <input type="checkbox"/> Sun Room <input type="checkbox"/> Nursery <input type="checkbox"/> Living Room <input type="checkbox"/> Warming Kitchen <input type="checkbox"/> Games Room	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Referred by:	Equipment Required:
Special Requests:	<input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Sound System <input type="checkbox"/> Overhead projector <input type="checkbox"/> Television <input type="checkbox"/> Other <input type="checkbox"/> Sound Technician Required.
Room Charge:	Notes:
Custodian Fee:	
Sound Technician Fee:	
Minister Fee:	
Organist Fee:	
Other Charges:	
Total:	

I hereby apply, on behalf of the organization/group outlined above, to utilize the premises of Faith United Church on the date(s) and at the time(s) shown. My signature below certifies that I have read, understood and agreed to comply with the terms and conditions outlined on the reverse of this form. **A deposit of \$50 is attached to this application or sent by e-transfer to donations@faithunited.ca to secure the rental.**

Name of Applicant (Print)

Signature of Applicant

Date:

For Church Use Only

APPLICATION REVIEWED AND: **Approved** **Rejected**

ADDITIONAL CONDITIONS:

TERMS OF PAYMENT:

Church Administration

Signature

Date

TERMS AND CONDITIONS

- 1) All activities carried out on the church premises must be *respectful and inclusive*. The church reserves the right to reject applications it deems to be in conflict with these principles
- 2) The Permit holder understands and agrees that the permit may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation, there would be no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever. It is further understood that the date of the permit may be changed by Faith United Church should the facilities be required for other purposes. Advance payment fees will be refunded if any of the above should occur.
- 3) Cancellation of a permit by the permit holder requires at least 5 working days written notice in advance of the date(s) concerned, otherwise the permit holder will forfeit the deposit.
- 4) Permitted facilities are not transferable; they can only be used by the organization named on the reverse, on the dates and times shown for the activity specified. Upon request, the permit holder must present a copy of the authorized permit.
- 5) The sub-letting of time permitted will result in the immediate cancellation of the permit.
- 6) The premises must be returned to a clean and neat condition and the custodian, or other individual designated by the church, shall remain in charge of the facilities at all times and his/her instructions must be followed.
- 7) The permit holder shall arrange for and provide proof of liability insurance coverage in the amount of two million dollars naming Faith United Church and its officers as additional insured, and shall indemnify Faith United Church and its officers and hold them harmless for any and all liability for loss, damages on account of injury to persons or damage to property resulting from the activities of the group using the premises under any permit.
- 8) The permit holder shall be responsible for any personal injury or damage, or for the loss or theft of any articles of the organization or its participants, or anyone attending on the invitation of such organization or participants.
- 9) The permit holder must pay for all damage to the facilities or furnishings, however caused, arising out of or during the use of the facilities under permit. Future permit requests will not be considered for any group that has an outstanding account with the church in this regard.
- 10) No advertising in connection with any production is to be displayed or affixed to any part of the church facilities, ground or premises without express written authorization from Faith United Church.
- 11) The sale of any items by the permit holder on the church premises or grounds is not allowed except as covered by a written agreement with Faith United Church and shall be so noted on the permit.
- 12) Maximum attendance shall be governed by Fire Regulations.
- 13) No smoking will be allowed in any part of the building.
- 14) Alcoholic beverages (beer and wine only) are allowed for events hosted on church premises provided that: the event hosts obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and follow all required specifications including Smart Serve servers. A copy of the permit must be submitted to the Office Administrator one week prior to the scheduled event. The event hosts are responsible for ensuring that the serving and consumption of alcohol, with a full meal, is conducted with responsibility. "Last call" must be 30 minutes before the end of the event. The permit holder increases the liability insurance coverage noted in item 7 (above) to 5 million dollars.
- 15) Use of main kitchen:
 - a) Outside caterers are required to bring everything they need for the event.
 - b) At least one person in the kitchen for an event must have completed the Food Handling Course. A copy of their Food Handling Certificate must be attached to the rental application.
 - c) Rentals must supply their own cutlery/dishes/serving dishes/glasses, serving utensils, linens, candles, centrepieces/decorations, etc required for the event.
 - d) Additional fees are charged for the use of the cooler, stainless steel countertop and coffee/tea runs.
- 16) Faith United Church reserves the right to evict any individuals who are seen as not acting in the best interests of the church, program or activity and/or who display inappropriate behavior.
- 17) All permits issued where contributory fees are charged shall be paid to "Faith United Church".