

**COCHRANE STREET UNITED CHURCH
RENTAL APPLICATION for NON-SANCTUARY SPACE**

► Please read the entire application form, including the conditions and restrictions (Appendix B).

► Complete and sign this form and insurance form (Appendix A) and return both to the church office.

Your application will be reviewed by the Rental Committee and you will be contacted with their decision in due course. All areas must be completed at the time of application, as further requests for equipment, and / or facilities may not be able to be accommodated.

(Name of person or organization)

hereby applies for the use of the rooms / facilities at Cochrane Street United Church identified with an "X" below: *(use a separate form for each date)*

		Hourly <i>(see note below)</i>
Gymnasium		\$30 / hour
Lounge		\$25 / hour
Choir Room		\$25 / hour
Large Sunday School room		\$25 / hour
Small Sunday School room		\$15 / hour
Kitchen *		\$50 for each 4 hours or part thereof
Kitchen dishes and / or dishwasher		\$1.00 per person attending
Other (specify below)		TBD

There is an additional fuel charge of 10% on hourly rate Sept 1-May 31.

*Additional charges may apply depending on what kitchen facilities and supplies are used.

**Catering may be available at an additional cost. If you wish to pursue this option, please include a summary of your needs and you will be contacted.

Date of event: _____ **Time:** from _____ AM / PM to _____ AM / PM

Please ensure that you include enough time for set up / break down and cleanup.

Purpose of event: _____

Anticipated attendance: Adults _____ Children _____ *(children must be supervised at all times)*

Access to the building for set up etc, is at the convenience of the church's rental committee. Please ensure that you include enough time for set up and break down in your booking, either by you or the church staff. Staff in attendance will not be expected to stay longer than booking times; otherwise there may be additional charges.

Security:

Please note that should the church determine that there is a need to have additional staff in place during all or part of your rental, there will be an additional charge of \$10 per hour per additional staff member. If it is determined that professional security staff are necessary, the charge will be the actual charge of the professional security staff.

Room setup: If you wish church staff to set up and break down, please outline how you would like room(s) set up including the number of chairs and tables as well as other equipment that you wish to use: *(The fee is \$10 per hour per person)*

Do you wish to have someone from the church setup and break down? YES: ____ NO: ____

I have read the conditions and restrictions and agree to comply with them on behalf of the organization / person applying to use the church building and its facilities. It is further understood that the applicant is responsible for the supervision of all persons admitted to the church grounds under the terms of this agreement.

Applicant section <i>(please print legibly)</i>	Rental committee section	
Name	Approved by	
Organization	Date	
Address	Phone	
Phone	Rental Fee	\$
Cell	Security fee	\$
Email	Setup / breakdown fee	\$
Signature	Other fees (see below)	\$
Date		
	Total estimated rental cost	\$

Thank you for choosing Cochrane Street United Church for your concert or other event. Our church is a charitable organization and all our income is derived from church offerings, donations, and fund raising activities such as rentals.

The rental fees that you pay help ensure that this space is available to the congregation of Cochrane Street United Church and to the community.

Appendix A

Insurance

In keeping with the recommendations of our insurance company, groups and / or persons renting / using our building should carry liability insurance and name Cochrane Street United Church as a third party on that insurance.

Do you have liability insurance? _____

Liability insurance carrier: _____

Amount of coverage: _____

Certificate number: _____ Expiry date: _____

Is Cochrane Street United Church named as a third party? _____

If not, please add and advise us that this has been done. _____ (Date of notification)

Signature of renter / user Date

Please complete the following:

Waiver of liability

I understand that Cochrane Street United Church does not accept liability or responsibility for any personal injury, disability, economic loss or property damage during the use of the facilities. I / my organization releases Cochrane Street United Church from any claims which may arise out of any accident, injury or loss sustained by the responsible party or any member, participant or attendee in attendance at the invitation of the responsible party, when using the facilities. I / my organization agrees to indemnify and hold harmless Cochrane Street United Church, the staff, officers and members, in the event of any claim made against the church resulting from use of the church facilities by the members or invitees of the responsible party.

Signature of renter / user Date

Appendix B

Terms and conditions of rental

Cochrane Street United Church facilities may be rented to community groups, non-profit organizations and commercial or private users.

Renters agree to be bound by the following terms and conditions:

The church building is first and foremost a house of worship. All users must be aware of this; behaviour and language are to be appropriate to the space. Food and drink except for unflavoured water are not permitted in the sanctuary, at any time, including rehearsals. Cochrane Street is a scent – free building.

1. Rentals should not normally conflict with church functions. However, there may be times that church activities will result in a cancellation of a rental. In such circumstances, as much notice as possible will be given to the applicant.
2. The person signing the application becomes the contact person for the rental.
3. Capacity numbers (posted in the kitchen) have been determined by the Fire Commissioner's Office and renters are not to exceed these numbers. At no time are posted fire exits to be blocked.
4. It is the responsibility of the renter to obtain all necessary licenses and permits.
5. Renters are responsible for all those in attendance and responsible for payment of repair of all broken and damaged property.
6. Fees for longer term and frequent use rentals can be considered upon application to the Rental Committee.
7. Renters may use *only* the space approved under the rental agreement. In the case of sanctuary rentals, the gym / lounge area is included, as is the kitchen for filling water bottles. Dishes, including glasses, are not to be used without prior permission. *Use of any other space during concerts and / or rehearsals must be booked and a fee will be charged.*
8. Our insurance provider strongly recommends that the renter show proof of **liability insurance**. The renter assumes full responsibility during the rental booking.
9. The following are not permitted in the building or on the grounds including the front steps: smoking, illegal drugs, alcohol, drugs, lighted candles, rice or any kind of confetti, sale of lottery type tickets, propane and other bottled fuels, deep fat frying.
10. The renter is responsible for the collection of all garbage, and recyclables. The renter is responsible for the set up and breakdown of tables and chairs unless the appropriate fee is paid for this service. *However, no furnishings or other equipment is to be moved without prior permission.*
11. There may be other users in the building and renters are to make every effort not to disturb them. The church is located in a residential neighbourhood and it is the renter's responsibility to inform performers and patrons to respect privacy and control noise.
12. Parking is extremely limited and priority is given to church staff and members.
13. Our insurance company strongly recommends that children are not to be left supervised at any time, which includes escort to the washroom(s).
14. The dishwasher can only be used with permission and demonstration of knowledge of its use.
15. No decorations or other material are to be placed on any walls or other surfaces without permission. At no time, are nails, tacks, staples or scotch tape to be used.
16. Long distance calls cannot be made using church telephones.
17. As part of the rental agreement, the Church reserves the right to provide persons as security and to charge as in the fee structure.

FOR OFFICE USE ONLY (separate sheet for each date)

Renter's name					
Date					
Room and time	1				
	2				
	3				
	4				
	5				
	<i>Initial</i>	<i>Date</i>			
Applicant informed					
Fees received			\$		
	<i>YES</i>	<i>NO</i>			
Set up required			Names		
Set up assigned					
	<i>YES</i>	<i>NO</i>			
Security required			Names		
Security assigned					
Comments					