

**Grace-Westminster United Church**  
**Facility Use and Rental Policy**  
**(Revised Sept. 2022)**

**Preamble:**

Grace-Westminster United Church seeks to provide a warm, comfortable atmosphere for events, gatherings, and community use. To ensure we are able to provide a consistent experience for all Church users we have listed our facility use and rental our policy below which provides guidance on our expectations, your responsibilities, and prohibited uses. Use of Facility fees collected are intended to help defray the cost of operating expenses including but not limited to heat, light, security and janitorial services. This agreement is in effect only for the term of the contract and is reviewed upon the due date.

**Policy Guidelines:**

*Accepted and unaccepted uses*

- The facilities in our building may be rented out to community out-reach groups, social non-profit organizations, commercial or private users.
- Activities must be confined to the portion of the building that is allotted for this agreement excluding washrooms which are available for all facility users.
- Possession and/or consumption of alcohol and/or illegal drugs on the premises is prohibited.
- Smoking (including e-cigarettes) is not allowed on the premises nor within the City of Saskatoon bylaw restrictions regarding entrance clearance.
- No candles of any kind permitted.
- Parking in the Church parking lot is permitted, with the exception of staff spaces.
- It is agreed by the user that no pets will be allowed in the church unless it is a
- a registered service animal.
- Gaming and lotteries are not permitted in the church at any time.
- Smudging and pipe ceremonies are permitted. Please give advance notice to the Church Office so we can ensure proper ventilation.

*Responsibilities of user(s)*

- A Facility Rental Agreement must be filled out and returned to the Church immediately after booking with the church office, to confirm your rental. All rentals will be considered tentative until receipt of this completed and signed Agreement.
- We require that fees be paid in full on signing the Facility Rental Agreement.
- Groups are responsible for their own clean-up, setup and takedown. Clean-up includes putting garbage in containers, dry mopping of floor if required and generally leaving the room in the same condition as it was before use. If the kitchen has been used, please refer to the kitchen clean-up instructions posted in the kitchen. The following cleaning expectations do not constitute an exhaustive list of duties, but should serve as helpful guidelines in your tidying efforts:
  - Wash dishes, cutlery, coffee pots, etc., using the sinks or dishwasher.
  - Bring your own tea towels for washing dishes.
  - Return all items in appropriate places (many kitchen cupboard are labelled).
  - Label whatever you bring for your event or leave in the fridge; if using the fridge, you must remove your items when you leave (do not leave left-overs).

- Sweep and/or wash kitchen floor. Brooms and mops are available. Consult the Church Office for nearest cleaning supply cabinet.
- Wipe tables after use.
- If you require tables or chairs to be moved, please use the dolly. Do not drag furniture as this will damage our floors. Please return tables and chairs to original location and in a similar fashion as they were prior to your event.
- Audio-visual equipment is available for a fee and must be operated by Grace-Westminster staff. Consult the Church Office for further details. Use of the screen in the sanctuary or the portable screens is also available.
- Sound and noise is to be kept at a reasonable level in order to not interfere with other groups using other areas of the facility.
- On Statutory Holidays and Mondays - groups must make arrangements to pick up a key prior to the date of use.
- Any renter requiring a key to the building will be asked to pay a \$25 key deposit, the Church only accepts cash, cheque or e-deposit. The deposit will be refunded upon the return of the key. The key can be picked up no more than forty-eight (48) hours, 2 days prior to the event during regular office hours, Tuesday to Friday 8:30 am to 4 pm. In the event that the key is not picked up prior to the event and entry is required to the Church a \$50 non-refundable fee will be charged to have someone provide a key or open the Church for you. Copying the key is prohibited.
- If all the people attending an event are not arriving at the same time, the person/group using the facility are responsible for watching the door if they want it left unlocked.
- The person/group, if last out of the building, has the responsibility of checking the areas used, as well as washrooms, to ensure that all areas have been cleaned and items (e.g., chairs, tables, small appliances) returned to their original location. The last person/group in the building are also responsible for ensuring that appliances, lights, and other electronic equipment that was used are turned off and that all windows and doors are both closed and locked.

### *Liability*

- Renters shall be responsible to pay for any broken or damaged property or for extra maintenance fees which are incurred during use of the facilities.
- The security system is automatically armed at 11:00 pm each night. Please make sure that you have exited the building prior to then. If you trigger the alarm after that time, you will be held responsible for any costs incurred to having it shut off and reset. If you require use of the building after 11:00 pm, please consult the Church Office.
- Grace-Westminster United Church accepts no responsibility for any injury or accident that might occur to any person using the facility.
- A copy of a certificate of liability insurance is requested with your application for facility use. If one is not available, an authorized representative of the group must sign a waiver stating that Grace-Westminster United Church will not be held liable for the costs or expenses of any kind related to any injuries or accidents that occur on the premises whatsoever.
- A damage deposit may be requested equal to the sum of the fee for the use of the facility in a typical month. If any damages or clean-up costs occur, they will be deducted from the damage deposit prior to refund.

### *Storage*

- Persons/groups may wish to use Grace-Westminster United Church's premises for storage of items beyond the scheduled booking. This is generally restricted to users who occupy the Church on a continual or scheduled basis (e.g., weekly).
- Use of a designated storage area is contingent on a number of requirements, such as:
  - Premises and contents must remain in clean, organized fashion.
  - Storage areas must be accessible to Grace-Westminster staff for routine inspection. This includes providing a key/combination to locks or having a contact person be available within 24 hours' notice to open the storage area.
  - Food items are not to be stored in storage areas.
  - Flammable or combustible materials are not to be stored in storage areas.
  - Any damage to the building (e.g., development of mould, flooding) is to be reported to the Church office immediately.
- Storage rates vary based on the size of the unit/cupboard required. Please consult the Church Office for rates.
- Grace-Westminster United Church is not responsible for items lost, damaged, or stolen while they are on the Church's premises, whether in locked storage or not. All contents are the responsibility of the renters.
- Failure to make regular payment for use of the storage space will result in loss of access to the unit. An additional fee may be levied to regain access or if the Church accrues any costs (e.g., locksmith services, removal services). Failure to pay monthly or additional fees will result in items being seized so that the unit is available to rent to other users.

### *Responsibilities of Grace-Westminster United Church*

- Rental agreements are administered by the Church Office Administrator who is the main contact person at Grace-Westminster United Church. The Church Office Administrator will perform the following duties in connection with rentals:
  - Confirm the availability of the space(s) on the date(s) required.
  - Provide a copy of these rental policies to the applicant.
  - Maintain a log book of all rentals.
  - Determine and collect all fees.
  - Notify other affected Church Staff Members of the rental.

### **Disclaimer:**

Grace-Westminster reserves the right to request facility users modify the location, date, or time of their activities to accommodate specific church functions (e.g., funerals) Grace-Westminster also reserves the right to terminate facility use and rental agreements if any of the above conditions are not met. Additional fees may be charged depending on the severity of the violation and any costs occurred.

### **Insurance Waiver:**

The person or group has read and agrees with all of the above conditions for the use of Grace-Westminster United Church facilities. The person/group also agrees to waive all rights to claims against Grace-Westminster United Church for any loss or damage to property, owned or in the custody or control of the undersigned. Groups further agree to hold harmless Grace-Westminster United Church for any loss, damage, injury or death to any of their group

members as a result of any act or omission on the part of the above-named Church. This waiver forms part of the facility use agreement entered into by all parties.

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User Name(s)

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User Signature(s)

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Date

## Facility Rental Agreement with Grace-Westminster Church

Name of group/organization:

Contact person(s):

Home phone(s):

Cell phone(s):

Business phone(s):

Email(s):

Purpose of Church facility use:

Area(s) to be used:

Extra services required:

Storage area needed (if applicable):

Storage area cost (if applicable):

Start date of rental:

Start time of rental:

End date of rental:

End time of rental:

Extra set up required:

Fee for set up (if applicable):

Key deposit: \$25.00 (refundable when returned)

Key taken (person and date; Church Office initial):

Key #:

Key returned (person and date; Church office initial):

**I/we have read and understood the above policy and agree to abide by its requirements, expectations, and regulations in their entirety. I/we understand that Grace-Westminster United Church assumes no liability for damage to persons or property that occur as a part of our use of the facilities and that I/we are responsible for any legal or restitutive costs associated with such. I/we also agree to contact the Church office of any incidents that occur that result in harm to another person or damage to the facility or any of the Church's contents, aware that I/we may be financially liable if at fault.**

Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Church Office signature: \_\_\_\_\_