

### Conditions of use of the Church facilities.

1. No smoking is permitted on the Church premises at any time.
2. Please no confetti or rice at a wedding ceremony, so as to avoid cleaning charges.
3. Access to and use of the Church: The Church will make with the Renter/User, a mutually agreeable arrangement for the opening and closing of the Church for the(se) event(s).
4. Temperature setting. If the thermostat was adjusted on arrival, ensure that it is returned to its original setting (60F) when you leave.
5. Repositioning of furniture. If chairs are moved or tables are used, please return them to their original places before you leave. To avoid damaging the floor, please lift chairs and stack them on the wheeled dollies provided.
6. Garbage removal. Please clean up any decorations, spilled drinks and food remains, and place all garbage in the garbage bags provided, and take the garbage with you when you leave.
7. Security precautions. Familiarize yourself with the location of three fire extinguishers, emergency exits.
8. Turn off lights except the one inside the front door, and ceiling fan; turn off oven and stove. Ensure that the front and back doors are locked and tightly engaged as you leave.
9. Alcoholic beverages. Sale or service of alcoholic beverages on the Church premises must be in compliance with the Liquor License Act of Ontario. Responsibility for compliance with these regulations rests solely with the Renter/User.
10. Fee structure. Church parking, hall with 100 chairs and washrooms: \$110 (3 hours), use of kitchen facilities , wedding rehearsal \$25, set up \$35. The fees of the Church chaplain are extra. The Church may be able to arrange for a pianist at the renter's expense.
11. Deposit. A deposit of \$75.00 is required to repair any minor damage during the rental period, which will be refunded if there is no damage. The Renter/User will be held financially responsible for any major damage during the rental period.
12. Reception of flowers and food at the Church will be the responsibility of the Renter/User.
13. Cancellation fee of \$25 will be charged for a cancellation within one month of a single event. For multi-event contracts, an occasional cancellation made in advance of a reservation will provide a rental credit. Contracted reservations that are not cancelled in advance, will be charged, except for a cancellation on the day because of severe weather or the church being unsuitable for use.
14. Memorial or funeral service for a Church member may take precedence over a rental agreement. Displaced renters will be informed as early as possible and reimbursed appropriately.
15. Lost key. The charge for the replacement of a lost key is \$25.
16. A ban on bottled water in the Church is a policy designed to protect your health, to reduce plastic recycling, to avoid water privatization and water shortages in certain communities.
17. The use of perfume and the burning of incense is not allowed in the Church, so as to avoid the possible allergic reaction to these chemicals of some Church members and visitors. Thank you.
18. Liability insurance. Commercial businesses are required to provide a Certificate of Insurance for at least \$2 million annual liability, giving the Church's address for notification of any change of insurance. A copy of the policy is not required. If a non-commercial group has liability insurance, it also is requested to submit a Certificate of Insurance when applying to rent the Church.
19. Animals are not allowed in the church except as an aid for blind people due of allergy concerns.
20. Penalty for leaving church doors unlocked when leaving, will be \$100.
21. Organizer of event is responsible to leave kitchen premises as found.

Revised August 2017