



Rental Contract & Terms of Use

Updated: November 14th, 2019

Marysville Baptist Church (*The Church*) reserves the right to restrict access to organizations, groups and individuals who, according to its interpretation of Scripture, hold views or engage in practices contrary to our beliefs, constitution, church purpose and mission statements.

- ***The Church does not accept liability for accidents that occur on church property.***
- ***The Church is not responsible for stolen or damaged equipment or personal items belonging to rental participants.***

PROCEDURES AND GUIDELINES:

Booking Requests:

- Booking requests can be made through the church office or a Pastor at any time. Acceptance or denial of requests will be made by the Board of Management.
- Once approval is given, this rental document must be signed by a representative of the group or person who will be using the church building. For groups wishing to use the facilities on a regular basis for an extended period of time, a written request for use of facilities must be completed and approved before a booking can be confirmed.
- Youth under the age of 18 must be supervised at all times.
- *The Church* will be responsible to open and close the building. If requested, arrangements can be made to have a church representative available during the use of the facilities.
- Previous rentals will not necessarily set a precedent. Requests from within *The Church* will not pre-empt confirmed bookings, however, in the event of an unforeseen conflict such as funerals and weddings and/or an emergency, we reserve the right to cancel a booking at any time.

Building Usage:

- Approval is for use of the reserved room(s) and equipment only.
- The renter must purchase their own insurance and provide a certificate of insurance to the church no less than 24 hours prior to the rental. Renters may purchase insurance from their own broker or provider – or through the church's provider using the following URL: <https://cbac.insurecert.com/>
- Any inflatable amusement devices or bouncy castles used at an event must be rented from a third-party company, and a certificate of insurance adding the Church and renter as an additional insured must be obtained. A copy of the Ecclesiastical Insurance bouncy castle / inflatable devices bulletin must be reviewed and signed by the renter.
- **Groups must set up and take down tables and chairs and all other equipment required for their use and remove all garbage.**
- *The Church* reserves the right to book other activities in the building on the same day, provided they do not conflict with room and equipment usage.
- Facilities should be left clean and in satisfactory condition for use by the next group. Furniture and accessories should be left in their fixed positions in the rooms unless arrangements are made in advance.
- All Damage caused by groups or individuals must be reported to the Board of Management or a Pastor. Users will be responsible for the full replacement or repair cost of any aspect of the churches property, facilities or equipment if damage occurs during the rental period.
- No smoking, drugs or alcohol permitted on church property.
- No rice or confetti is to be used during weddings.
- Kitchen use is available upon request. Ovens and stoves are available to keep food warm and are not to be used for meal preparation without prior authorization. All dishes are to be washed and put away. Dishcloths and cup towels are to be left in the kitchen (laundrying is included in the rental fee). Groups are required to provide their own food, table cloths, paper towels, napkins, paper plates/cups, etc.
- If you require special equipment for an event, written permission must be obtained for any mechanical, electrical or structural

changes.

- Equipment brought in by the user for their event must be removed immediately following unless previous arrangements have been made.
- *Plasti-Tac* is permitted. **No nails, staples, tacks or tape** are to be used on walls or furniture.

Use of Church Owned Sound and Media Equipment

- Use of church sound and media equipment will only be available when a MBC approved technician or media person is available on the day of the rental.
- There will be a fee of \$50 when using church owned sound & media equipment and musical instruments.
- There will be an honorarium of \$20 per hour charged on or before the rental date for each tech/media person required to operate sound and media equipment.
- Musical instruments and sound & media equipment are only to be moved and/or used with permission of the Creative Arts Pastor or his/her designate.

Facility Rental Fees

- Hourly Rate: \$30
- Full Day Rental: \$200

The Board of Management reserves the right to increase or decrease fees at its own discretion.

If requested, amounts over and above this fair rental value can be receipted as a donation for income tax purposes.

Payment is due on or before the day of rental.

Details of this booking:

Room(s) being booked: _____ Type of Event: _____

Name of Organization: _____ Approx. # of People: _____

Rental Date (s): _____ Time: _____ (includes prep and clean up time)

List equipment required (*ie tables, chairs, dishes, Sound/media equipment, sports equipment*)

Will an inflatable amusement device or bouncy castle be used during the event? _____ If so, please refer to the Building Usage section and obtain appropriate insurance coverage

I understand and accept the Policies, Procedures, and Guidelines as written above. I have inspected the premises and fully appreciate its condition. I will ensure that sufficient supervision is available, where applicable, to minimize risk to all users under my care. I understand that the Church does not accept liability for accidents that may occur while using the facilities.

Name: _____

Telephone and Email _____

Date: _____

Signature: _____

Notes & Payment Owed/Paid:

