



Evangel Church
374 Farewell St.
Oshawa, ON.
L1H 6M2
905-725-6558

Contact Information:

Date:
Name:
Address:
City: Postal Code:
Phone: Email:

Date of Event:
Beginning Time: Ending Time:

Please indicate (from the list below) the room(s) needed:

- a) Auditorium 1, b) Meeting Room 1, c) Prayer Room 1, d) Lower Level Common Room 1, e) Class Room, f) Gymnasium 1, g) Kitchen 1, h) Field

Please indicate (from the list below) the reason for the request:

- a) Wedding Ceremony 123, b) Wedding/Baby Shower 1, c) General Meeting 1, d) Anniversary 1, e) Birthday Party 1, f) Funeral 123, g) other:

1 Custodial Fee is applied to specific rooms and/or meetings with 15 people or more.

2 Media Personnel Fee

3 Ministers Honorarium

Is the Event private or open to the public? Profit or Non-Profit?

Name of your EVANGEL Church sponsor?

RELATED COSTS
User Fee
Custodial Fee 1
Media Personnel 2
Ministers Honorarium 3
** NOTE: A separate insurance policy may be required for use of the building or campus.

FOR OFFICE USE ONLY
User Fee
Custodial Fee
Media Personnel Fee
Total Fee
Balance Owning
Cheques are payable to: EVANGEL Church
Date:
Does the Applicant require additional Insurance?
Name of Insurance Company
Policy #
Approved by:

Facility Use Policy Agreement

EVANGEL Church is a non-profit organization with charitable status granted under Canadian law.

EVANGEL's charitable purpose is to preach, teach, advance, demonstrate and implement the Gospel of Jesus Christ within the local community, Canada and around the world.

1. Approximate room capacity:

Main Auditorium - 325

Lower Level Common room - 200 without tables, 125 with tables

Gymnasium - 200 without tables, 125 with tables

Prayer Room - 50

Meeting Room - 20

Class Room - 8-12

2. Rooms may be accessed for decorating purposes as negotiated with approved **EVANGEL Church** staff.

3. The room must be vacated within 30 minutes at the conclusion of the function and all decorations removed and the room returned to its original configuration.

4. The prime use of the Facilities of **EVANGEL** shall be for the ministries, and programs of **EVANGEL Church**. **EVANGEL** recognizes that meeting the spiritual and fellowship needs of the broader community is important and is willing to share space available in our Facility when not in use by **EVANGEL Church** Ministries within the terms of this Facility Use Policy Agreement, with the following priorities:

- a. An organization/ministry approved by the Board of Counsel of **EVANGEL Church**.
- b. A Member or Adherent of **EVANGEL Church**, community use and outside organizations.

5. **EVANGEL Church** will consider requests for use of the Facility provided the Facility User has a personal reference from an approved Sponsor - an **EVANGEL Church** Pastor, Ministry Leader, Staff Member or current Member or Adherent.

6. The proposed Event using the Facility must:

- advance **EVANGEL's** charitable purpose as noted above;
- be in compliance with all regulations of government and/or local authorities;
- not cause unreasonable wear and tear on the Facility or place any occupant at risk of injury;
- not breach the provisions of **EVANGEL's** insurance coverage for the Facility; and
- comply fully with this policy.

7. All requests for the use of the Facility are to be made in writing by the Facility User using an Facility Form which may be obtained at the **EVANGEL Church** office. In the case of a funeral or wedding, a representative for the family may telephone the office and inquire as to the availability of the Facility.

8. Commitment for the Facility request is confirmed when the authorized **EVANGEL Church** representative signs the Facility Use Policy Agreement.

9. **EVANGEL Church** serves the right to deny the use of the Facility to any Facility User who did not previously use the Facility in compliance with the provisions of this Facility Use Policy Agreement.

10. Policies concerning use of the Facility and any equipment owned by **EVANGEL Church** will be at the risk of the Facility User. **EVANGEL** does not assume liability or responsibility for any injury to a user of the Facility or for any lost or stolen items. Any damage to the Facility as a result of the Event and any ensuing remediation costs are the responsibility of the Facility User.

11. The Facility User must be present for the duration of the Event and take responsibility for all attendees to the best of its abilities, using all resources available.

12. Only **EVANGEL Church** sound/media personnel are permitted to operate **EVANGEL's** sound and media equipment. The fees in respect of the sound/media personnel are payable by the Facility User.

13. All equipment owned by **EVANGEL Church** must remain in the Facility at all times.

14. Any promotional material and advertising for the Event and all information to be displayed in the Facility during the Event must first be submitted for approval. No material may state or imply **EVANGEL Church's** sponsorship or endorsement of the Event.

15. **EVANGEL** has the right (given the size or nature of an Event) to require the Facility User to ensure that a person who holds a valid first aid certificate for CPR and first aid assistance is present for the duration of an Event. In the event of any injury, such person will be required to complete the **Facility Use Incident Report Form**.

16. Minors must be supervised at all times. If parents and/or guardians have entrusted their Minor(s) to the care of others at any time during an Event (a "Minor" being a child or youth aged seventeen (17) years of age or younger), such care shall adhere to **EVANGEL's Safe Place Policy**. For more information regarding Safe Place Policy, please contact the **EVANGEL Church** office.

17. No food or drink (other than water) is permitted in the Main Auditorium unless otherwise approved.

18. All individuals or all groups using the Facility shall maintain a smoke---free environment.

19. The following **shall not be permitted** at any time in or on any portion of the Facility:

- The serving, consumption or use of alcoholic beverages or narcotics;
- Games of chance or gambling, including activities such as raffles and lotteries;
- Firearms (except by law enforcement officers or licensed security guards), replica firearms, knives or other weapons;
- Animals, except for bona fide service animals; (animals are permitted outside of the building) and
- Fundraising, unless the Facility User is a registered charity, and said fundraising is consistent with the charity's approved purpose.

20. All Events shall be subject to all regulations of government and/or local authorities.

21. Save and except for Events held by **EVANGEL Church**, all sales of merchandise related to an Event are the responsibility of the Facility User. **EVANGEL** is not responsible for any cash or credit card transactions on behalf of the Facility User.

22. **EVANGEL Church** may cancel the Event at any time prior to the Event if:

- it becomes clear the nature of the Event contravenes and does not advance **EVANGEL's** charitable purpose;
- the Facility User has provided false or misleading information which would cause a breach of anything contained in this Facility Use Policy;
- the Facility User has breached the provisions of the Facility Use Policy Agreement prior to the Event and such breach is not remedied upon notification of the breach;
- **EVANGEL** determines that the Event will be detrimental to the health, safety or general welfare of the participants or other occupants of the Facility, or to the efficient operation of the Facility;
- there is reason of public necessity or emergency use in response to any unforeseen natural or human-- caused disaster; or
- by reason of any circumstance which is outside the control of **EVANGEL Church** it is deemed necessary, acting reasonably, to so cancel the Event. Without limiting the generality of the foregoing, such circumstances would include, but not be limited to, the damage or destruction of the Facility by fire or other cause or an event of severe weather or the threat of same that may endanger the Facility or those persons who would use it.

In the event of cancellation by **EVANGEL Church**, any Facility Use Fees which have been paid will be returned.

23. If the terms of the Facility Use Policy Agreement are not being met prior to or during an Event, the Facility User will be notified by **EVANGEL Church** and expected to take immediate and appropriate corrective action, to the best of their abilities, using all resources available. Otherwise **EVANGEL Church** may cancel/terminate the Event.

24. **EVANGEL** shall not be liable to the Facility User for any damages caused by such cancellation or termination.

25. **EVANGEL Church's** insurance provides coverage for **EVANGEL** events, but not for private events. Private events using **EVANGEL Church Facilities** may require proof of additional insurance coverage. In the event that additional insurance is required, **Evangel Church** requires proof of a minimum of \$2 million general liability insurance with **Evangel Pentecostal Church** named as an additional insured. The Facility User may purchase insurance through Robertson Hall Insurance at the following address;

www.robertsonhall.com/church-insurance/access/access-outside-usergroup-application

26. All information provided by the Facility User will be kept strictly **CONFIDENTIAL** for office use only and will not be given or sold to any outside source.

I _____ have read and understand the **FACILITY**
Facility User Name (PRINT)

USE POLICY AGREEMENT and I will comply with the above stated agreement. I fully understand that **EVANGEL Church** retains the right to change, cancel or refuse any facility booking without reason or notice and is not responsible for any stolen or lost personal articles. I understand that my use of **EVANGEL Church** facilities and equipment is entirely at my own risk.

Facility User Signature

Facility Use Policy Agreement - *FACILITY USER COPY*

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Facility User Signature

Facility Use Incident Report Form

The incident report should be completed as soon as possible after the incident occurs and should include as detailed a description of the situation as possible.

Name of Facility User: _____

Address: _____

Phone: _____

Email: _____

Incident Date: _____ Time: _____

Location of Incident on Property: _____

Details about Incident; Nature of Injury/Incident:

What action was taken?

Was Police/Fire/Paramedic called? _____

Name of Incident Reporter: _____

Signature: _____

Witness: _____

Signature: _____