**Trinity United Church - DOWNTOWN**

# Main Office: 3555 5th Ave.

**Prince George, BC V2M 1K8**

**Phone: (250) 563-9167**

**E-mail: office@trinitypg.ca**

**Short Term AND OCCASIONAL Space use Agreement for 1448 5th Ave.**

**Contact Information:**

|  |  |
| --- | --- |
| **Group:** |  |
| **Group Contact:** |  |
| **Mailing Address:** |  |
| **Phone (Business):** |  |
| **Phone (Home):** |  |
| **Email:** |  |

**Event Details:**

|  |  |
| --- | --- |
| **Description of Event:** |  |
| **Date of Event:** |  |
| **Time of Event:** |  |
| **Room(s):** |  |
| **Janitorial ($30/hr)** | Yes: No: Agreed Additional Amount: $ |

**Office Use Only:**

|  |  |
| --- | --- |
| **Rate per Hour:** | $ |
| **Key Deposit:** | $25.00 |
| **Total Charge:** | $ |
| **Receipt Issued:** | (Date) |
| **Key Returned:** | (Date) |

**Keys:**

Trinity United Church – Downtown reserves the right to limit the number of keys that are issued to each user. Each person must sign for the key they are issued along with the date they received their key and the date the key is returned. A $25 key deposit will be charged at the time of payment, if a key is required.

**Janitorial:**

It is our expectation that you clean up after your booking and leave the facility the way you found it. If additional janitorial services are needed to clean up after your event you will be charged $30/hr. If you do not wish to do any clean up, it may be possible to schedule extra time with our building manager at the same rate of $30/hr.

**Space Use Restrictions:**

Use of space in Trinity United Church - Downtown is limited to the rooms/areas identified, for the times specified, in this Space Use Agreement, and the nearest washrooms and passage to those rooms/areas. Children must be supervised at all times. Children and parents are not allowed to wander the rest of the building. Limited storage space will be available as assigned by the Trinity United Church office. If furniture needs to be moved into, or out of, the room/areas identified, prior permission must be granted by the Trinity United Church main office.

**Audio Video Equipment:**

A/V equipment may be available for use with prior written agreement from the main office. A/V equipment in the sanctuary is limited to a Trinity AV Team members. If equipment in the sanctuary is requested it must be operated by an AV Team person. If one of the team is available on the date requested, there will be an extra cost of $50/hr.

**Kitchen:**

Use of the kitchen can be negotiated as part of this agreement. Occasional use of microwave and fridge is considered part of this agreement. If the kitchen is needed for meal preparation, baking, or a special event, written agreement must be obtained from the main office one week prior to the date of the event. The kitchen must be kept clean after any use. The kitchen being left unclean, expired/rotten food left in the fridge, or dirty dishes left behind, will result in the group no longer being able to use the kitchen.

**Accidents/Incidents:**

If any injury, accident, incident occurs during the time that the group is using Trinity, an incident report must be submitted immediately to the Trinity United Church main office that includes the name of injured person(s), parents’/guardians’ names (in the case of a child or youth), date and time of accident, type of injury, a description of the incident, names of witnesses, and any other relevant details.

**Conditions for Use:**

1. The group contact, as identified above, will be provided with sufficient access to the building including key (if necessary). Trinity United - Downtown is alarmed. If there is a false alarm Trinity United Church is charged a fee for a call-out by the company that monitors the security system. If the group is responsible for triggering a false alarm that results in a call-out, the charge will be passed onto the group.
2. Use of alcoholic beverages is not permitted on any Trinity United Church (1448 or 3555 5th Ave.) property unless prior permission is given by the Trinity United Church Official Board.
3. Smoking and vaping is not permitted within any Trinity United Church Building (1448 and 3555 5th Ave.). Smoking and vaping outside is only permitted 5m or 15ft from any entrance or emergency exit.
4. Only non-marking materials, such as Funtack or Hold It, may be used to affix items to the walls. Tacks or tape are not allowed as they may damage the walls.
5. When the group is finished using the facilities, the space must be returned to the condition it was found.

**Close-Up Routine:**

The last person to leave the building must do a complete walk-through on all rooms/areas of the building that were used by the group(s) to ensure the following:

* All lights are out;
* No water is running;
* Washroom lights are off;
* Any furnishings in the room are returned to their original setup;
* All windows are closed and locked;
* All blinds have been returned to their original position;
* All electrical appliances are turned off;
* All stove burners are checked and turned off; and
* All the exit doors are secured and locked.

**Scent-Free Policy:**

Trinity United has adopted a scent-free policy. A condition of this contract is that the person or organization signing this agreement must also be committed to limiting the use of fragrance and will do their best to communicate and enforce the policy with their facility users. If the use of fragrance is required, it must be preapproved in writing through the church office.

**Insurance:**

Trinity United Church’s insurance program covers property and liability for church related activities but that insurance **does not** extend to insure your group. While not mandatory, we recommend that you insure any of your property and obtain General Liability insurance for any damages or injuries that you may be held legally liable for.

**Indemnity:**

Your Group, as identified in this agreement, shall indemnify and save harmless Trustees of Trinity United Church, The United Church of Canada, and its respective directors, officers, employees and volunteers (collectively the “CHURCH”) from and against all losses, damages, costs (including costs as between a solicitor and his client), expenses, claims, demands, actions, proceedings and suits of every kind or nature whatsoever which may be brought against or suffered by the CHURCH or which any of them may sustain, pay or incur as a result the negligence of your Group, in connection with, related to or arising out of your event or activities, as outlined in this agreement.

I understand, accept and agree to the terms, restrictions and conditions as outlined in this agreement:

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Group Contact on behalf of Group Date

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Tom Hynd, Date

Building Manager, Trinity United - Downtown

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