



## WAYPOINT CENTRE FOR SPIRITUAL GROWTH

2813 Glen Drive, Coquitlam, BC

Telephone: 604-468-3660    contact@waypointspiritual.com

### **TERMS AND CONDITIONS OF USE FOR FACILITIES**

#### **USE OF FACILITIES AND SUPERVISION**

1. Renters are to use only the specific areas of the building and equipment that they are renting as per the signed "Agreement for Use of Facilities" form.
2. All areas in the building are non-smoking areas and groups must abide by The Tobacco and Vapour Products Control Act that sets a six metre zone around all doorways, air intakes and open windows to any public and workplaces in B.C.
3. Alcoholic beverages are not permitted on the premises.
4. The Renter agrees to leave the premises in a clean, presentable condition in order to receive their damage deposit back. The renter is responsible for returning all furniture and equipment to the storage area. Garbage must be bagged and removed to the outside bin. Excess food must be removed from the building.
5. The person in charge of the group or activity is responsible for the admission, actions, and behaviors of all participants and/or visitors on the property.

The individual designated as "in charge" will:

- (a) supervise entrance areas to prevent unauthorized persons from entering the building.
  - (b) limit activities and participants to the area assigned to the group.
  - (c) ensure that all participants are out of the building when activity ceases.
  - (d) ensure that the facilities are left in the same order and condition they found it in and take all and any action that may be required for preservation of the Church's property.
  - (e) When the activity is over, the User shall turn off the lights and secure the facility and ensure all doors are locked (lock all exterior doors and windows when your group vacates, even if there are other user groups on the premises).
7. Children must be supervised by an adult at all times both in the building and on the church grounds.
  8. All items brought to the building for use during the rental period must be removed at the end of the time. WayPoint is not responsible for any of the User's property left on the premises.
  9. Use of kitchen: there will be a fee added for use of kitchen and coffee urn. Groups must supply their own consumables (coffee, sugar, etc).

Cutlery, dishes, cups, etc. must be washed in the dishwasher and put away. No hand washing of dishes or cutlery.

Counters, sinks, etc., must be wiped and left clean.

Coffee Urns or larger items that don't fit in the dishwasher are to be hand-washed and put away.

10. As we strive to be a "green" location, Styrofoam may not be used; only environmentally friendly cleaning supplies are allowed; it is the responsibility of the user group to remove from the premises and dispose of recycle material appropriately.

11. Spills and/or damage must be reported to WayPoint's office immediately by email or by phone.

12. There is no wi-fi available and the groups must use their own phones for emergencies as there will be no access to WayPoint's phones.

13. WayPoint Centre must be notified of potential media coverage.

### **FEES**

The user is responsible to pay WayPoint:

(a) a **USER FEE** \_\_\_\_\_

(b) **DAMAGE DEPOSIT FEE** (\$100) \_\_\_\_\_

(c) and a **KEY DEPOSIT FEE** (\$20.00). \_\_\_\_\_

(d) other fees (i.e. Kitchen, Coffee Urn) \_\_\_\_\_

**All rental fees must be paid in full before attaining a key.**

Damage deposits will be refunded after inspection if no damage has occurred and the premises has been left clean and presentable. Key deposits will be returned when the key is returned to the church office.

### **FIRE REGULATIONS AND SAFETY**

The user of the facilities must comply with all applicable by-laws and regulations.

### **INSURANCE**

All renters must have or obtain 3rd party liability insurance. A copy of your 3rd Party Liability Insurance Certificate must accompany the signed rental agreement and reservation deposit.

### **CANCELLATION**

72 hours notice will be provided by either party to cancel this agreement.

### **PAYMENT**

Cheques need to be made out to WAYPOINT CENTRE FOR SPIRITUAL GROWTH.