

**SCHEDULE II: COMMUNITY USER'S REQUEST TO USE ST JOHN'S CHURCH PREMISES**

SEND COMPLETED FORM TO: [OFFICE@STJOHNSOTTAWA.CA](mailto:OFFICE@STJOHNSOTTAWA.CA)

	<b>Request and Notes</b>
<b>Group Name:</b>	
Contact Name & email	
Event Name:	
Event Purpose:	
<b>Event Date</b>	
Event Start time	
Event End time**	
Additional set-up time	
Addn'l take-down time	
<b>Total Time required:</b>	
Is this a recurring event?	ie: weekly ? or monthly ?
# of people expected:	
Will the public be invited to your event?	
# of Chairs required	
# of Tables required	
Will food be served ?	

Will any minors attend?	
Will Liquor be served ?	
Is Wheelchair access required?	
Hall or Room available/assigned	To be determined by St John's

		Fees
Hall or Room available/assigned	To be determined by St John's	
<b>Does Your Group have General Liability Insurance coverage?</b>		
Registered Charity Non-Profit BIN # (or n/a)		
Equipment required?		
Piano		
Music stands		
Screen		
Projector		
Flip Charts		
PA system		
Is Coffee/Tea/Water required for meetings?		

Is meal Catering Required?	Do you want St John's to arrange catering for your meeting(s)?	
Will Custodian/Security on-site for this event be required?	To be determined by St John's	
Will an extra cleaning crew/event be required?	To be determined by St John's	
** Ends Late?	if end time is after 11:00 pm what provisions for noise control will apply?	

**All Fees to be paid according to St John's Payment Policy see Schedule I**  
**St John the Evangelist – Halls/Rooms/Church**  
**Room Rates and usage Fees**

Location		Category 1 Parish Rate	Category 2 Community Rate	Category 3 Commercial Rate
<b>Banquet Hall (lower)</b> Tables: 100 people Seated: 150 people	Half Day	\$75.00	\$150.00	\$250.00
	Full Day	\$150.00	\$350.00	\$500.00
	Evening	\$75.00	\$150.00	\$250.00
<b>Church School Rooms</b> Two rooms available 8-10 each room	Half Day	\$15.00	\$30.00	\$50.00
	Full Day	\$25.00	\$60.00	\$100.00
	Evening	\$15.00	\$30.00	\$50.00
<b>Youth Lounge</b> 1 - 10 people	Half Day	\$15.00	\$30.00	\$50.00
	Full Day	\$25.00	\$60.00	\$100.00
	Evening	\$15.00	\$30.00	\$50.00

<b>Choir Room</b> 50 people	Half Day	\$30.00	\$60.00	\$120.00
	Full Day	\$60.00	\$120.00	\$240.00
	Evening	\$30.00	\$60.00	\$120.00
<b>Parish Hall w kitchen</b> Tables: 80 - 95 people Seated: 120-200 people	Half Day	\$85.00	\$175.00	\$300.00
	Full Day	\$175.00	\$350.00	\$600.00
	Evening	\$85.00	\$175.00	\$300.00
<b>Church - Nave</b> 400 people	Half Day	\$125.00	\$280.00	\$450.00
	Full Day	\$200.00	\$450.00	\$800.00
	Evening	\$125.00	\$280.00	\$450.00
<b>Church -Chapel</b> 70 people	Half Day	\$35.00	\$85.00	\$150.00
	Full Day	\$75.00	\$170.00	\$300.00
	Evening	\$35.00	\$85.00	\$150.00

To enquire about availability please email: [office@stjohnsottawa.ca](mailto:office@stjohnsottawa.ca) see notes on page 2...

**Notes:**

- Half Day and Evening costs are based on four hours
- Full Day costs are based on a nine-hour time period
- An extra cost of \$25/hour for Custodian may apply if the event is outside of the Custodian's regular hours.
- Individuals/Groups using St John's piano(s) if a pre-event tuning is requested then a specific event Tuning-fee will be added. When piano(s) are used for reoccurring rehearsals then a charge of \$75 per year for piano maintenance will be added to the Quote.
- For reoccurring events (ie: weekly or monthly rehearsals or meetings) contact the Administrator for reduced rates – example: a weekly Choir rehearsal for school term (Sept-June) can often be reduced from \$60 per week to \$200 per month.

<b>Associated Fees</b>	<b>Cost</b>	<b>Notes</b>
Custodial Fee - includes set up and take down	\$25/hour Max \$150/day	A fee for custodial services will be applied whenever food is being served and/or when a custodian would not normally be on site (eg. Saturday/Sunday).

Security	To be quoted	1/2 hour before the event until 1/2 hour after the event, for evenings and weekends, as determined by the Church Administrator
Other Equipment or Services	To be quoted	Other special requirements can be quoted by request

**Rental Categories**

<b>Category 1 Parish Rate</b>	Parishioner using the facilities for personal, non-profit events. "Parishioner" is defined as a contributing member of the parish, eligible to vote at annual Vestry.
<b>Category 2 Community Rate</b>	Not-for-profit organizations / community outreach
<b>Category 3 Commercial Rate</b>	Commercial or for-profit uses and general public use (Concerts, clubs, classes, receptions, businesses, polling stations, etc.)

**Fees for use of the premises**

Our published Fees are subject to change at any time without prior notice.  
 Unless otherwise specified in writing all quotes for specific events will expire 30 days after date of issue.  
 Users/User Groups booking reoccurring events can expect their rates will be reviewed annually.  
 If the particular timing of this review is important to the User/User Group for budgeting and planning purposes then please make that known to St John’s Administrator. Whenever possible we will align the rate review with your preference.

# ST JOHN THE EVANGELIST ANGLICAN CHURCH

Anglican Diocese of Ottawa

154 Somerset Street West • Ottawa, ON K2P 0H8

Phone: (613) 232-4500 • Fax: (613) 232-4553

E-Mail: [office@stjohnsottawa.ca](mailto:office@stjohnsottawa.ca) • Web: [www.stjohnsottawa.ca](http://www.stjohnsottawa.ca)

## SCHEDULE I: POLICIES AND GUIDELINES FOR COMMUNITY USERS

### Requests for Use of Church Premises

All requests should be made to the Church Administrator, Kerry Bradley, by email to: [office@stjohnsottawa.ca](mailto:office@stjohnsottawa.ca)

Wedding, funeral and memorial service requests should be made to the Rector, the Reverend Gary van der Meer, at [gary.vandermeer@stjohnsottawa.ca](mailto:gary.vandermeer@stjohnsottawa.ca)

### Payment

A signed **Community User Acknowledgment** is to be accompanied by a deposit of the lessor of: 50% of the usage Fee or \$300 and a cheque for the remainder postdated to the date of the event. St John's reserves the right to, in some circumstances, insist on full payment at the time of the request, or 8 days before the event.

Repeat/Frequent Users may arrange to pay monthly, in advance (in advance is defined as payment received on or before the 25<sup>th</sup> day of the month prior to use)

### Refunds

For Event Users: The deposit will be refunded if a cancellation is received 15 days or more prior to the scheduled date of the Event. One half of the deposit will be refunded if the cancellation is received less than 15 days but more than 7 days prior to the event. No refund will be given if the cancellation notice is received less than 7 days prior to the scheduled date of the event.

For Repeat/Frequent Users: refunds will be provided only if the cancellation is received 30 days or more prior to the scheduled use, and will be recorded as a credit against future use.

All cheques/drafts/money orders should be in Canadian funds made payable to:

**St John The Evangelist Church**

### Equipment (subject to availability)

Upon request, a screen and projector\* can be provided.

A public address system is available in the Nave, and the Banquet Hall. WiFi is available in most rooms.

\* For the success of your presentations please note:

- we can provide a projector and the screen
- we cannot provide a laptop computer, so the presenter must bring their own

- we do not have IT/AV experts on staff so presenters need to be experienced and self-sufficient in terms of projector and laptop setup

### **Fees for use of the premises**

Our published Fees are subject to change at any time without prior notice.

Unless otherwise specified in writing all quotes for specific events will expire 30 days after date of issue.

Users/User Groups booking reoccurring events can expect their rates will be reviewed annually. If the particular timing of this review is important to the User/User Group for budgeting and planning purposes then please make that known to St John's Administrator. Whenever possible we will align the rate review with your preference.

### **Use of Facilities**

- a) Community Users may not serve food in the Church Sanctuary
- b) Food may not be prepared on the premises. However, food supplied by caterers or User Groups may be warmed in the banquet hall kitchen or the Parish hall kitchen. Users are to supply their own condiments, tablecloths, napkins, dishes and cutlery.
- c) All garbage is to be removed from the premises. There is garbage "dumpster" at the side lot on Somerset St. No food is to be left in the refrigerators. All countertops and tables are to be cleaned and floor spills wiped up.
- d) **The premises and all equipment are to be left in the same condition as they were when your event began.** If you have moved equipment or furniture, please return it to its original location. Decorations or other materials may be placed on the walls and windows ONLY with materials that do not damage or mark such surfaces (ex. painter's tape), and all decorations are to be removed at the conclusion of the event.
- e) Use of premises is restricted to only those facilities and times that are specified. Use of the facilities must be terminated at the agreed upon time to accommodate the church staff or trustee who is assigned to close and secure the building at the end of the event. **Late departures will result in an additional fee.**

### **Publicity**

St John's name shall not be used as the sponsoring organization in any advertising or promotional literature for any event, unless it is an "official" Church of St John the Evangelist event. St John's telephone number is not to be used as the number to call for further information about your event.

### **Alcoholic Beverages**

Consumption of alcoholic beverages, if desired, will require the appropriate LLBO permit which is to be acquired by the renter. The renter will ensure that appropriate supervision to monitor alcohol consumption by all participants is provided in accordance with LLBO regulations. LLBO permits can be obtained through LLBO stores and can take up to two weeks to process. St John's assumes no liability for any claims arising from the sale and consumption of alcohol at Community User events held at St John's.

## **Smoking Policy**

Smoking is not allowed in the building and must be confined to the designated area outside the church. Smoking materials are to be disposed of in containers provided for this purpose.

## **Animals**

Only guide/service dogs are permitted on the premises.

## **Noise**

Noise must be kept within acceptable limits at all times so as not to disturb our neighbours. There is a city ordinance which forbids noise which will intrude on neighbours after 11:00 pm.

## **Security**

A church official must be on duty whenever space is used during the evenings and on weekends s/he will open the premises 30 minutes prior to the event and secure the building when the event is over. The Church Administrator will determine if security personnel are required, and the cost will be added to the rental fee.

## **Parking**

There is on-street parking on Somerset Street, and pay parking in the Indigo parking Lot adjacent to the church, and one block away on Cartier St. beside St Theresa's Church.

# **St John the Evangelist**

We have a beautiful setting in downtown Ottawa that represents the dedication and investment of the congregation for more than 100 years. We encourage the widest use of our facilities in furthering the ministry of the church and in serving the community.

The primary purpose of our building is to provide facilities for the ministry and activities of the parish, its members, and its committees and affiliated organizations. We seek also to make the building available to others in our community as a place for devotion, for work, for education, and for recreation, without assuming responsibility for the opinions or activities of any organization that is not officially connected to the parish.

St John's does not discriminate as to race, creed, national origin, disability, gender or sexual orientation. If your event is advertised or announced as being open to the public, **all persons who present themselves must be admitted, within the capacity of the facility, regardless of race, creed, national origin, disability, gender or sexual orientation.**

St John's is committed to environmentally responsible use of all resources. We ask Community Users to help fulfill this commitment by following all recycling instructions and avoiding, whenever possible, the use of disposable, non-biodegradable materials such as styrofoam and plastic when planning and conducting events at the Church.

All church levels are wheelchair accessible (except the Choir Room). Smoking is not permitted anywhere inside the church building. There is ample on-street parking as well as several commercial parking lots within easy walking distance to the church.

We ask those wishing to use our church facilities to be sensitive to the fact that this is a sacred space, a place of gathering, and of worship.







## ST JOHN THE EVANGELIST

ANGLICAN CHURCH

### Church, Hall or Room(s) COMMUNITY USER ACKNOWLEDGMENT AND AGREEMENT

The undersigned Community User or Community User Group ("the Community User") requests permission from St John The Evangelist Anglican Church ("St John's") to use one or more of St John's Halls, Rooms or Church located at 154 Somerset Street West, Ottawa, and any associated facilities or equipment located in those room(s), for rehearsal, concert, meeting or other event purposes (the "Purpose"). In consideration of St John's granting of that permission, the Community User acknowledges and agrees to and for the express benefit of St John's, that:

1. The Community User will be permitted to use the Halls or Rooms and any associated facilities or equipment located therein only as designated by St John's from time to time and only during the times designated by St John's and only for the Purpose. Notwithstanding the foregoing, the Halls/Rooms may be unavailable for reasons beyond the control of St John's or unforeseen reasons, such as reasons to force majeure. The Community User acknowledges that St John's retains primary use of all premises and that from time to time needs may arise in the life and worship of St John's which necessitate cancellation of the Community User's agreed-upon use. In the event of such cancellation St John's will refund amounts paid by the Community User.
2. Entry and use of the Halls/Rooms will be limited to the Community User and/or its employees, contractors, agents and invitees (collectively, "Permitted Persons"), up to the maximum number of Permitted Persons, designated by St John's. The Community User's contractors, agents and invitees will be at all times accompanied by the Community User and/or its employees. Use of the Halls/Rooms by the Community User and its Permitted Persons must not unreasonably interfere with the worship and operations of St John's. While on St John's premises and/or using the Halls/Rooms, the Community User will comply, and will cause all other Permitted Persons to comply, with all applicable laws, and all applicable St John's security, access procedures and other restrictions and requirements applicable to the premises and/or the Halls/Rooms, if any, of which the Community User is or should be aware. St John's may terminate the Community User's and/or any or all Permitted Persons' use of the Halls/Rooms at any time, for any reason.
3. Use of the Halls/Rooms shall be at the sole risk and expense of the Community User. In no event shall St John's or its officers, trustees, employees, agents or representatives be liable for loss or damage to Community User and/or Community User's property while on any of St John's premises, including the Halls/Rooms.
4. Immediately after each use, the Community User will remove all of its equipment, materials and personnel from the Halls/Rooms, and **will return the Halls/Rooms to its**

**original condition.** The Community User must reimburse St John's for all out of pocket costs incurred by St John's from use of the Halls/Rooms (e.g. damage to room or equipment, extraordinary cleaning charges.)

5. Use of the Halls/Rooms does not constitute a recommendation, endorsement or favouring by St John's of the Community User or any of its employees, agents or contractors or any of its products or services. The Community User is not granted the right to use the name St John's for advertising or product/service endorsement purposes or otherwise. The Community User has no right to film, photograph and/or record in any manner any St John's property or personnel by virtue of the Community User Acknowledgment and Agreement. The Community User is solely responsible for seeking and obtaining the appropriate authorizations required for the Community User to use, in the manner desired by The Community User (in conformance with the Purpose), the names, likenesses, images and other similar items of all persons and materials filmed, photographed and/or recorded by it.

6. The Halls/Rooms and any other property, Services and/or rights granted and/or provided by St John's pursuant to this Community User Acknowledgment and Agreement are granted and/or provided on an "As Is" Basis. St John's makes no warranties of any kind, either express or implied, as to any matter, and all such warranties, including warranties of merchantability and fitness for a particular purpose, are expressly disclaimed. The Community User is prohibited from making any express or implied warranty to any third party on behalf of St John's relating to any matter. St John's will not be liable to Community User or any third party for any reason whatsoever arising out of or relating to this Community User Acknowledgment and Agreement (including any refusal or failure to provide any Halls/Rooms) for loss of profits or for incidental, indirect, special or consequential damages, even if St John's has been advised of the responsibility of such damages or has, or gains knowledge of the existence of such damages.

7. The Community User will indemnify, defend and hold harmless St John's and its trustees, officers, employees and agents from and against any and all claims, suits, actions, demands, liabilities, injuries, losses, costs, damages and/or expenses (including, without limitation, charges imposed for any violation of any law, regulation or ordinance and attorneys' fees and court costs) arising out of or relating to the use of the Halls/Rooms by the Community User or any of the Permitted Persons and/or any property, services and/or rights granted hereunder and/or any entry on St John's premises by the Community User and/or any of the Permitted Persons, including without limitation claims of personal injury (including without limitation. death), damage to property, active or passive negligence or violation of any law, regulation or ordinance, except if any such damages or injury are as a result of gross negligence by St John's or its trustees, officers, employees or agents.

8. As a condition to entry and use of the Halls/Rooms, the Community User shall procure and/or maintain, at its own expense, comprehensive general liability insurance in the amount of not less than \$2,000,000 per occurrence against claims for third party bodily injury, including death, and property damage or loss, arising out of the Community User's use or occupation of the Premises. The Community User shall provide St John's with a certificate of insurance evidencing the Community User's insurance and naming St John's as an additional insured. Such policies shall contain a provision that they shall not be cancelled or allowed to lapse without 30 days written notice to St John's.

If the Community User fails to maintain such insurance as described above, St John’s shall have the right, but not the obligation, to purchase such insurance at the Community User’s expense (which shall be reimbursed by Community User immediately upon demand by St John’s).

One (1) current Certificate of Insurance is to be sent/e-mailed to St John’s to the attention of the following person upon execution of this Community User Acknowledgment and Agreement and at such other times as St John’s may reasonably request:

St John the Evangelist Anglican Church  
154, Somerset Street West Ottawa, ON K2P0H8  
Attn: Kerry Bradley  
[office@stjohnsottawa.ca](mailto:office@stjohnsottawa.ca)

If the Community User does not have General liability insurance, St John’s can facilitate an Application and Quote for event-specific insurance coverage through the Anglican Diocese of Ottawa’s Insurance provider. St John’s cannot guarantee that the Community User’s Application will be accepted by the Insurer but will provide the required Application documents. If the Community User’s Application is not approved, the Community User must procure the general liability Insurance as described above.

9. The Community User acknowledges and agrees to abide by the guidelines and terms described in the attached Schedule I entitled “Policy and Guidelines for Community Users”

10. The acknowledgments and agreements made in this Community User Acknowledgment and Agreement will be governed and construed under the laws of the Province of Ontario and the laws of Canada applicable therein. This User Acknowledgment and Agreement may not be amended, modified or revised in any manner except by a written instrument executed by the Community User and St John’s. There are no other agreements between St John’s and the Community User concerning the subject matter of this Community User Acknowledgment and Agreement.

11. If the Community User is an individual, the Community User represents that the Community User is at least eighteen years of age. If the Community User is an entity, the undersigned represents that s/he is duly authorized to make the acknowledgments and agreements specified in this Community User Acknowledgment and Agreement on behalf of the Community User entity.

Acknowledged and agreed, this.....day of ....., 20.....

PRINTED NAME AND ADDRESS

SIGNATURE OF THE USER:

OF THE COMMUNITY USER:

---

IF USER is an individual sign here:

---

---

---

---

If User is an entity sign here:

---

---

---

---

Name/Title: \_\_\_\_\_