

# Facility Rental Agreement



## Campbell River Baptist Church

260 S Dogwood St. | Tel: 250-287-8831 | [office@crbaptist.bc.ca](mailto:office@crbaptist.bc.ca) | [www.crbaptist.bc.ca](http://www.crbaptist.bc.ca)

Date(s) of Event:	Time:	# of People:
Organization / Name of Event:		
Contact Person:		
Phone:		
Email:		
Details:		
Liability Insurance Certificate: <input type="checkbox"/>		Date Received:
Have read and agree to the terms and conditions below? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Reviewed:

Item	Usual Cost per Event	Actual Charge
1 Auditorium	\$150	
2 Gymnasium	\$100	
3 Fellowship Hall (chair/table set up extra)	\$75	
4 Kitchen (fill out Kitchen Use Form as well)	\$100	
5 Classrooms	\$50	
6 Chapel	\$75	
7 Chair &/or Table Set Up/Take Down	\$60-\$120	
8 Staff Supervisor for Groups Over 60 (see #2 below)	\$30/hour	
9 Sound Tech (2 hour min)	\$37.50/hour	
10 Livestream Tech (2 hour min)	\$25/hour	
11 Projection Tech (2 hour min)	\$25/hour	
12 Facilities Coordinator (2 hour min)	\$30/hour	
13 Janitor (2 hour min)	\$25/hour	

**Comments:**

Cheques payable to Campbell River Baptist Church

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Facility Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Note Regarding Security:**

We attempt to control access but understand the perimeter of the church is essentially insecure. Leaders should consider the building is insecure.

## **Payment Agreement Notes:**

**Note 1:** Damage to property and/or any liability incurred is the responsibility of the "User Group."

**Note 2:** If any significant changes to the set-up are required (e.g., stage & furniture arrangements, etc.) after the reservation for the event is finalized, there will be an additional charge of \$200 added to the agreed-upon net cost.

## **Comments and General Instructions**

1. CRBC's facilities are intended primarily for church and para-church related activities. If scheduling permits, applications for using the facilities for other community-based activities may be approved and will be charged to cover CRBC's basic expenses as itemized above.
2. For any Group over 60 people, CRBC is required, as per the fire code, to have at least one supervisory staff member on site; the cost of this will be paid by the event/group. (See fees above)
3. Cancellation Agreement: CRBC reserves the right to pre-empt use for its programs with reasonable notice. CRBC is not responsible for costs incurred. Any money paid to CRBC will be refunded in full.
4. The contact person listed above will be contacted by the church staff of availability, confirmation, and arrangements for opening, locking, and setting the alarm of the building after departure.
5. Preparation/arrangement of furniture and non-janitorial cleanup after the event is to be agreed to at the time of application. Normally, each event/ group will be responsible for their own set-up/take-down of the chairs, tables, etc.
6. Decorations such as floral arrangements may be attached to the pews/chairs with ribbon or painter's tape, but **tacks or staples must not be used anywhere**. Absolutely no packing tape or duct tape can be used on walls, floors, etc. Candles not permitted. The use of confetti inside or outside any of the buildings is not permitted.
7. No smoking, alcoholic beverages permitted on the premises. Sale of raffle & 50/50 tickets is prohibited.
8. Standard seating in the auditorium is 900 (max capacity 1000).
9. Cancellation or time changes to booking must be reported immediately to the Facilities Director: **Irwin Harder** at 250-287-8831 or [irwin@crbaptist.bc.ca](mailto:irwin@crbaptist.bc.ca).
10. Weddings and/or large groups using the auditorium will be required to give a \$500 deposit.