



Grace Church Building Use Agreement

Grace Presbyterian Church

1220 Old Tenth line Road
Orleans On K1E 3W7
Telephone (613) 824-9260 Fax: (613) 824-0747
admin@graceorleans.ca

STEP 1: Initial Application:

Group Name: _____

Contact: _____ Phone Number: _____

Email: _____ Backup contact: _____

Backup phone: _____ Backup email: _____

Single Use Event Recurring Event Frequency: _____

Note: Long term user agreements will be reviewed for renewal approval annually

Date of Event: _____ Type of Event: _____

Estimated number of participants: _____ Start Time: _____ End Time: _____

Set up Time: _____ Take down/clean up time: _____ Total Hours: _____

• ***Overage penalty of \$20 per 15 minutes will be added for use in excess of booked time***

Wedding Rehearsal Date and Time (If Applicable): _____

Facilities Required:

- | | | |
|---|--|---|
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Large Classroom | <input type="checkbox"/> Sanctuary(max 300) |
| <input type="checkbox"/> St. Andrew's Hall(max 120) | <input type="checkbox"/> Nursery (<5yrs only with adult supervision) | <input type="checkbox"/> Small Classroom |

Other (specify) _____

Do you need sound support: Yes No

(If yes, you must use our Audio tech, and provide a detailed stage plot showing your requirements. If you need assistance with the stage plot, we can help.)

Are you hoping to livestream your event using the church's equipment: Yes No

(If yes, you must use our Video tech.)

If so, with what platform(s) were you hoping to stream: _____

(ie. Facebook, Twitch, Youtube, etc.)

Note: We will not stream copyrighted material without the proper permissions.

I/We have read the Grace Church Mission, Vision and Core Values document. I/We agree that my/our event will comply with these statements.

Applicant signature

Date

STEP 2: Approval Process:

The Application process includes:

- confirming the date is available;
- seeking approval from the appropriate leadership person;
- confirming availability of custodian and/or AV operator if applicable.

The Approval Process may take up to 10 days.

STEP 3: Completing the Application:

The Applicant is responsible to leave the Church in the same condition as they found it. A \$300 Building Condition Deposit is required with the reservation. This deposit will be returned no later than 30 days after the event, upon the return of the Inspection Checklist, the key (if applicable) and a satisfactory inspection of the facilities. Any costs to repair damage or extra cleaning costs will be the sole responsibility of the Applicant, and such excess costs will be deducted from the Building Condition Deposit. In the event the costs exceed \$300, the Applicant will be notified and agrees to reimburse the remainder to the Church promptly. No charitable donation receipt will be issued for any costs related to damage, cleaning, or for the items listed in the Schedule of Fees.

Schedule of Fees: * Required for all Applicants

1. Administrative fee (non-refundable)	\$20
2. Building Condition Deposit (refundable within 30 days of event)	\$300
3. Building Use fee (see fee schedule on page 6) _____ hours x \$_____ =	\$_____
4. Cleaning: Touch up \$20 (no food and <50 people) or Deep Cleaning Fee for room(s) used or Event Custodian \$200 (see page 4 for details)	\$_____
5. AV operator fee (if applicable) = Length of your event + two hours for set up, sound check and tear down. (\$30/hr / operator)	\$_____
6. Honorariums for Pastor (\$225/\$55 for rehearsal) and/or musician (\$200) are required for all weddings and funerals on right of 1st refusal basis.	_____
7. Lost key fee \$20	_____
8. False Alarm fee (If police are involved, Applicant pays the full city of Ottawa fine of approx.. \$149.00 plus taxes)	_____
TOTAL:	\$_____

Please make cheques payable to **Grace Presbyterian Church**. No charitable donation receipts may be issued for the above schedule of fees or for damage costs. However, if the Applicant, or anyone else, wishes to make a voluntary contribution to Grace Church, this would be considered a donation and an **charitable donation receipt** will be issued early in the following calendar year.

I agree to the above conditions and have received a copy of this completed agreement:

Applicant signature

Witness signature

Date

Assumption of Liability and Indemnity Agreement

In consideration of Grace Presbyterian Church accepting my application and allowing me/us to use their facilities to conduct _____ (event(s)), I/we, the undersigned, hereby agree as follows:

1. **To waive any and all claims** that I/we have or may in the future have against Grace Presbyterian Church, and its officers, members, employees, and volunteers (all of whom are hereinafter collectively referred to as “THE RELEASEES”), and to release THE RELEASEES from any and all liabilities for any loss, damage, expense, or injury including death that I/we may suffer;
2. **To hold harmless and indemnify** THE RELEASEES from any and all liability and damage to property or personal abuse or injury to any third party, resulting from my/our use of or presence on the facilities, or their participation in the Event. I/we have adequate liability insurance to satisfy the above indemnity;

3. This Agreement and any rights, duties and obligations as between the parties of this Agreement shall be governed by and interpreted solely in accordance with the laws of the Province of Ontario and no other jurisdiction; and
4. Any litigation involving the parties to this Agreement shall be brought solely to the Province of Ontario and shall be within the exclusive jurisdiction of the Courts of the Province of Ontario.
5. In entering into this Agreement, I am/we are not relying upon any oral or written representations or statements made by THE RELEASEES with respect to my/our use of the facilities other than what is set forth in this Agreement.
 - I/We accept this agreement and agree to be bound by its terms and conditions and wish to use the facilities for the event.
 - I/We have read and understand this agreement and I am/we are aware that by signing this agreement I am/we are waiving certain legal rights which I/we may have against THE RELEASEES. I sign it with full knowledge of its significance.

Applicant Signature

Date

Witness Signature

Date

Event Custodian

Medium Events and Small Events

(21 to 50 participants) (20 or less participants)

Medium and Small Events may apply to forgo the use of our Event Custodian.

- The custodian duties are listed in the Large Events section below.
- Touch Up Cleaning Fee of \$20 will be charged for this event if no food is being served – otherwise the deep cleaning fees apply for the room(s) used
- The Event Custodian's **fee is \$200.00** or you may select room fees as noted below. Should the event custodian be required on site for more than 3 hours in total, there is an additional fee of \$30 per hour beyond 3 hours. Please make your cheque payable to Grace Presbyterian Church.

I/we will make use of the Event Custodian for a total cost **\$200.00**. Initials: _____

I/we will NOT make use of the Event Custodian. Initials: _____

Large Events:

(51 or more participants)

It is recommended that all Large Events make use of our Event Custodian. (Alternatively Deep Cleaning fees will be applied for the room(s) used.)

- Our Event Custodian will:
 - unlock the premises,
 - help you find whatever you need during your stay,
 - adjust the heating/cooling system,
 - clean up after your event, and
 - lock up and set the alarm.
- The Event Custodian's **fee is \$200.00**. An additional hourly rate of \$30 will be added if required beyond 3 hours. (Please make your cheque payable to Grace Presbyterian Church.)
 - I/we will make use of the Event Custodian for a total cost **\$200.00**. Initials: _____
 - I/we will NOT make use of the Event Custodian. Initials: _____

Deep Cleaning Fees:

For Deep Cleaning (if not paying the event fee of \$200):

Minimum (entry/narthex)		\$20.00
Sanctuary	@ \$50.00	_____
St. Andrew's Hall	@ \$40.00	_____
Kitchen - Food Cleaning Fee	@ \$40.00	_____
Nursery	@ \$20.00	_____
Classrooms (5 rooms)	@ \$10.00 (per room)	_____

TOTAL

Inspection of Grace Facilities

PLEASE respect the Building Use Policy and Rules and make your visit a NO TRACE visit.

This form is to be completed by the Applicant. If any damage repair or clean up is required after your event, the Custodian will remedy the situation and the Building Condition Deposit (\$300), or portion thereof, will be applied against the expense incurred. If costs exceed \$300, the Applicant will pay the remainder within 30 days. No new bookings will be considered until payment is made.

All items below must be completed prior to your leaving the building if you have not arranged for the use of the Event Custodian.

- Fixed property must not be removed or moved without permission (i.e. curtains, shelves, etc.) -----
- Clean up any spills/accidents and sweep if needed (included in Deep Clean) -----
- Return all tables, chairs or other equipment to their designated locations (including the pulpit, piano, musical items, etc.) -----
- Kitchen utensils/plates/cups/coffee or tea urns must be cleaned and returned to the appropriate cupboards -----
- Dishwasher must be drained, emptied & turned off -----
- If any part of the event was outside, collect all garbage and put into trash bin -----
- Return heating/cooling system to its regular program (push “schedule” or “program”) -----
- Ensure all kitchen and washroom faucets are turned off -----
- Ensure that the following are complete:
 - 1) **ALL** doors are locked -----
 - 2) **ALL** lights to be turned off -----
(Note: outside, entrance and washroom entrance lights remain on for security)
 - 3) The handicap door power switch is OFF (switch is located beside the main door alarm panel) -----
 - 4) Security system is armed -----
- I/We have read and hereby agree that I am responsible for the above tasks.
- I/we agree to inform the Grace Church Office (613-824-9260) immediately of any damages, issues or contractual variances during our time in the building.

----- (Applicant)

----- (Date)

- I/We have completed the checklist and will **place it in the Office Administrator’s mailbox.**
I/We will report any damage or equipment that is not working to the office.
- Long-term Users may use a booklet with their checklists and keep it in their Communication folder.

X _____(Applicant) _____(Date)

Building Use Fees

There are actual costs involved in using the Grace building. These include but are not limited to: heat/AC, hydro, custodial supplies, water, sewage, building and property maintenance.

Users are therefore requested to pay the following fees, based on the portion of the building being used:

Sanctuary (includes narthex, washrooms)	\$60 per hour
St. Andrews Hall (includes washrooms and kitchen)	\$60 per hour
Single classroom (includes washrooms)	\$25 per hour (\$12.50/hr with hall rental)
Both large and small classroom (with hall rental)	\$30 per hour
Nursery (<5yrs supervision required)	\$20 per hour with hall rental
Outdoor space (parking lot/yard areas without building use)	\$20 per hour (max \$160/day)

Discounts:

- Weddings and Funerals – 50% discount off building use fees
- Non-Profit organizations – 50% discount off building use fees except Friday & Saturday after 3pm
- Weekday rentals before 5pm – 50% discount off building use fees. This discount is only on weekdays and can’t be combined with another discount.

Please select the applicable amount and place it on page 2 under line #3.