

●

St Giles Presbyterian Church
Bank Street at First Avenue, Ottawa

AGREEMENT FOR USE OF CHURCH FACILITIES

Group or Organization:

Contact Person:

Mailing Address:

Phone#:
Home *Cell*

Email:

Space Requested: Sanctuary Banquet Hall

Date(s): Single Event Weekly day(s) _____ Start Time: ____ End Time: ____ Hours: _____

Function or Activity: _____ No. of people: ____

Equipment Required: _____
(tables, chairs, audio/visual, etc.)

Kitchen Facilities required: _____ Dishes: _____

Rental Charges: _____

RENTAL GUIDELINES

Individuals and groups may, at the discretion of the Rental Coordinator and the Session, be allowed to rent premises. Rental charges shall be negotiated according to the nature and duration of the event and the extent of the facilities used. Review rental charge rate sheet. Church premises may not be used for commercial activities. The church reserves the right to decline to rent church premises to any group or individual.

Other terms as applicable: _____

Payment in advance(single event). Payment Monthly

The attached terms and conditions are part of this contract. I have read, understand, and agree to these attached terms and conditions on behalf of the above mentioned organization.

Contact Person

For St Giles Church

Authorized Signing Officer of Renting Group

Date

TERMS AND CONDITIONS

The following terms and conditions shall form part of this rental agreement. The contact person, acting on behalf of the group or organization, will be responsible for the following:

- (A) Any misconduct or damage.
- (B) Premises will be left in a clean and tidy state by renters with dishes done, tables and chairs put away, counters cleaned and floors swept.
- (C) Fire regulations, including maximum number of people in the rooms rented, shall be respected.
- (D) Noise bylaws and the privacy and peace of church neighbors will be respected. The hours of use of the facility will form part of the agreement. Use of church parking is to be negotiated as part of the agreement.
- (E) The Contact Person, Authorized Signing Officer and Rental group shall indemnify and hold harmless St. Giles Presbyterian Church Ottawa, The Presbytery of Ottawa, the Presbyterian Church in Canada, and their agents, from all costs, liabilities, claims, damages or expenses due to or arising out of the use made of the premises by the Renter or its servants, agents and invitees or due to or arising out of any breach by the Renter of any of the provisions of this rental agreement or in connection with loss of life, personal injury or damage to property rising from or out of the occupancy or use by the Renter of the church premises or any part thereof.
- (F) No smoking or alcohol is permitted. The Contact Person shall be responsible to see that these policies are enforced.
- (G) No confetti (rice etc.) is allowed in the building.
- (H) The function or activity may be monitored at any time by the church rental agent or designate without notice.
- (I) The Contact Person shall ensure that only the space rented plus washrooms and entrance hallways are used. Access to other parts of the building is not permitted.
- (J) The Contact Person will ensure that thermostats are not touched at any time. Note: the church heating system is such that it takes many hours to effect any temperature change.
- (K) The Church reserves the right to withdraw use of the facility at 24 hour's notice in the event of an unexpected church function such as a funeral. In the (unlikely) chance of this happening the church will attempt to provide alternative space if possible.
- (L) The full cost of the rental is due by the day of the event. Cheques should be made out to "St. Giles Church".
- (M) When applicable, a church key and security code may be issued to renters. In this case the Contact Person is responsible to ensure that all windows are closed, lights off, and doors locked when leaving the property.
- (N) A child under 14 years of age shall not be alone on the church premises with a non-custodial adult who is not a parent, guardian or individual entrusted with the care of the child in question by a parent or guardian. All leaders of Children's Activities held on church premises must have proof of "Negative Record" on a Police Record Check.
- (O) Liability Insurance. All renters at St Giles must provide a Certificate of liability insurance for the period of their rental. St Giles must be named as an "additional insured" entity on the insurance. This insurance can be obtained on line through a number of on line suppliers.
- (P) The use of the Church's piano requires permission from the St Giles Music Director and you may require a SOCAN license.

RENTAL RATES (set at December 2023, to be revised with inflation each year)

Follow a review of rental rates at various Churches and public organizations in the
Glebe the following are the base rates for a single event

Sanctuary \$110 /hr

Capacity 140 people (without use of balcony)

40 people (balcony)

Banquet Hall \$60/hr

Capacity 140 people

Monthly Rentals

Monthly rentals may be given a discount not to exceed 50% of the base rate