

# DALSTON – CROWN HILL UNITED CHURCH

1734 Penetanguishene Road,  
dalstonscrownhillunitedchurch.ca



## Building Use Agreement (non-profit)

**Note: Emergency information is posted at exit to parking lot;  
No emergency phone or WIFI available**

**Important: To secure your booking, this completed/signed form must be received by Dalston – Crown Hill United Church.**

### Contact Information:

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Email: \_\_\_\_\_

### Booking Information

Purpose of Booking: \_\_\_\_\_

No. Expected: \_\_\_\_\_

Under this agreement you will not be charging an admission fee:  yes, I understand

As this is a non-profit event, there is no set fee but a donation to our church would be appreciated.

- Sanctuary (suggested donation \$100)
- Church hall/kitchen (suggested donation \$50)
- Kitchen (suggested donation \$25)

**Additional Services/Fees:**

**Set-up Fee (Set-up & take-down requested of the Church)**

**Ramp**

**Requirements:** \_\_\_\_\_

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**Booking Time Frame:**

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

Start Time: \_\_\_\_\_ (including set-up time)

End Time: \_\_\_\_\_ (including clean-up time)

**Blocked out Dates and Times:**

**Sundays – 8:00 am to 1:00 pm**

**Tuesdays and Fridays – 8:30 am – 12:30 pm (May 1<sup>st</sup> week to June 3<sup>rd</sup> week and Sept 1<sup>st</sup> week to Nov 1<sup>st</sup> week)**

## 2016 Church Booking Agreement

### Terms and Conditions

Dalston-Crown Hill United Church is a non-profit community organization and we rely on our groups to follow our terms and conditions. Please initial each item below:

- The Pastoral Charge does not employ any custodians and therefore our group agrees to leave the facilities and equipment tidy and clean and in the same condition as found. If tables and chairs are used (and a staff member was not hired to do set-up and take down), we will return them to their proper location. We have been shown where to find garbage, recycling, and brooms. We understand that we may be charged for any excessive cleaning costs if the facilities are not left in the same condition.
- We understand that our group will be charged for any damage caused to the facilities during our period of use. We also understand that our group will be charged for any missing or damaged items or equipment.
- We understand that if our group is found using any rooms that have not been booked, we will be charged for additional room used. Please keep participants to agreed booked areas. – do not roam the church, children must be supervised at all times.
- We understand that we may not arrive earlier than the time mentioned on the agreement unless special arrangements have been made. We understand that we will be charged for any set-up and take-down time our group may need and that this time must be booked on our contract.
- Any sports activity requiring body contact or athletic equipment is not permitted. Organized exercise classes are acceptable.
- We understand that the use of the kitchen (other than tea/coffee) is strictly prohibited.
- Our group agrees that no alcohol will be on site, including in the parking lot and surrounding property.
- Gambling, including Bingo, is not permitted.
- Alcohol is not permitted unless approved by the Executive.
- We have been shown how to lock up and turn out the lights and turn down the thermostat where applicable.
- We have been shown where the washroom is located.
- We understand that this is a smoke free building,
- The contact person named herein is at least 21 years old and agrees to be responsible for the group.
- Dalston - Crown Hill United Church, and its Leadership Team will not be held responsible for personal injury, damage to personal items, or for the loss and theft of any items belonging to the applicant or persons attending the event.

- We understand, that in the event of a necessary church function, we may be expected to relinquish our room, and as much notice as possible will be given.
- We understand the key holder agreement and that all keys must not be loaned out, and lost keys must be reported immediately. All keys must be surrendered on termination of use.
- Cancellation Policy:** We understand that we are required to give at least 72 hours' notice for the cancellation of any booking.
- Insurance:** It is in a group's or individual's own best interest to have their own liability insurance and coverage for their own safety, equipment and supplies. Individuals or groups are liable for any damage caused to buildings or grounds. **Use of facilities and utilities are at the user's own risk.**
- Liability Waivers:** If necessary, liability waivers will be signed by the participants acknowledging their responsibilities.

I have carefully read and I agree that our group will abide by the terms and conditions of the Dalston – Crown Hill United Church booking contract.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_