

DALSTON – CROWN HILL UNITED CHURCH

1734 Penetanguishene Road,
Springwater, ON L9X 1Z4
dalstoncrownhillunitedchurch.ca



Building Use Agreement

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: _____

Number of attendees expected: _____

For non-profit events, there is no set fee but a donation to our church would be appreciated.

Please check if you would like a receipt

Please note that, in accordance with the Income Tax Act (ITA) the value of receipts issued will be the amount of the donation reduced by the fair market value of the advantage received (in this case, the use of the facility) as long as the advantage is not greater than 80% of the donation. No receipts will be issued for amounts less than \$20.00.

See our Building Use Agreement Appendix “A” for the values that will be used to determine the advantage received by users requesting a receipt. Cancellations must be made 72 hours prior to the scheduled event.

Set up Requirements: _____

Booking Time Frame:

Date: _____

Start Time: _____ (including set-up time)

End Time: _____ (including clean-up time)

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 takedown 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.
- We understand that the use of the lift is prohibited unless a trained church individual is present to operate it.
- We understand that the use of the audio/visual equipment is prohibited unless a trained church individual is present to operate it
- Our group agrees that no alcohol will be on site, including in the parking lot and surrounding property unless approved by the Executive.
- Gambling, including Bingo, 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 no smoking/vaping is permitted in the building and self-enforcement is required.
- 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 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 the best interest of a group or individual to have their own liability insurance and coverage for their own safety, equipment and supplies. Individuals or groups are liable for any personal injury or damage caused to buildings or grounds. **Use of facilities and utilities are at the user's own risk.**

Liability Waivers:

The Individual or Organization making this agreement agree that Dalston-Crown Hill United Church, its agents and its officials, shall in no way be held liable for any damage, injury, accident or loss resulting from the use of the facility. As the user under this agreement, I/we hereby accept full responsibility for contravention of any policies, regulations, conditions or approvals governing the use of the facility as set out in this document.

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 agreement.

Signature: _____ **Date:** ____ / ____ / ____

Name: _____

(PRINT NAME)

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Building Use Agreement Appendix "A"

Facility Information

Hall size is 900 square feet with a capacity of 90 people with chairs only or 80 with tables and chairs

Wheelchair Accessible

Kitchen facility for staging and serving only

Accessible Washroom

Fair Market Value of Facility Usage

The following Schedule of fees for use of facilities will apply in determining the amount of charitable donation when requesting a receipt.

Church Hall

Full day rate (9:00am to 12:00 midnight) \$200.00

Half day rate (4 hours) \$100.00

Sanctuary

Wedding (including rehearsal) \$250.00

Other Events \$200.00

Lift Operator \$50.00

Audio/Visual Equipment \$50.00