

Rental Agreement Terms and Conditions for Use of Parish Hall by Members

Updated: January 2019

Dear Fellow St. Mark's member;

We are pleased that you have considered the use of St. Mark's Lutheran Church for your event. Please review the following terms and conditions that will apply to your use of our facility.

1. Those attending your event must be under the immediate supervision and control of a competent and trustworthy adult who will undertake personally to be responsible for the due observance of the terms and conditions of the rental agreement. The name(s) of the supervising adult(s) must be entered upon the application for permit.
2. The building is to be used only on the date or dates, and hours, and for the purpose specified on the rental application. Care must be taken to limit your event to the parish hall especially in the case where children are in attendance. Children must not be allowed in the sanctuary or in the basement.
3. The building must be vacated by the time shown on the permit. The last person leaving the building must insure that all exterior doors are locked, windows are closed and all interior lights are turned off.
4. All aisles and exits must be kept clear.
5. Use of the public telephones located in the kitchen and by the parking lot door must be limited to necessary local calls.
6. Entertainment is to be of a high moral character.
7. Without prior written permission, no pianos, video equipment or other apparatus shall be brought into the building and no structure or apparatus shall be placed or erected on Church property.
8. Raffles and other forms of gambling will not be permitted to originate nor be conducted in the Church.
9. The use of glue, paint, tape or other substances that could damage flooring, glass or painted surfaces is not permitted.
10. If set up and tear down of tables and chairs will be carried out by the renters, the applicant must be present when this work is performed. Care must be taken to avoid dragging tables or stacks of chairs across the floor. A dolly for moving stacks of chairs is available in the storage room located at the south end of the hall. The St. Mark's member that signs the rental agreement must be present for the setting up and tearing down of the hall.
11. If the kitchen is used to prepare or organize food for your event, please take care to return the kitchen to the state in which it was found. This includes the clean-up (using the dishwasher) and putting away of any dishes, pots, pans, utensils, etc., and the wiping down of countertops. If coffee and/or tea are served, renters are responsible for providing all necessary supplies (e.g.,

coffee, tea, cream, milk, sugar). No food or drink with the exception of water is to be consumed in the sanctuary.

12. At the conclusion of your event, table tops are to be wiped down and the floor is to be dry mopped.
11. Smoking and vaping is strictly prohibited in the entire building and within 6 meters (20 feet) of any entrance.
12. Alcohol may be served at events provided it is done so under a No Sale Permit obtained from the Manitoba Liquor and Lotteries Corporation by the organizers of the event and proper liability insurance has been arranged. Consumption of alcohol is not permitted in the sanctuary.
13. The applicant shall be responsible for any loss or damage to the building or equipment resulting from use by him or any other persons covered by the permit. A statement by a staff member shall be evidence of such loss or damage and the applicant shall pay the amount of such loss or damage.
14. Exterior doors must not be propped open due to risk of damage to the doors as well as the possibility of animals entering the building. Electric fans are available for use upon request.
15. Renters shall provide a damage deposit of \$400. The deposit shall be in the form of a separate cheque made payable to St. Mark's Lutheran Church. The cheque will be held for up to seven days after the event has been concluded. Provided no damage is detected, the cheque will be destroyed, or at the request of the renter, returned to the renter.
16. Renters shall provide St. Mark's with a copy of a Certificate of Insurance confirming that the applicant carries Commercial General Liability and Tenants Legal Liability coverage. Please speak with your insurance agent to arrange such coverage. Coverage may also be applied for through AON.

Online application: <http://programs.aon.ca/content/event-insure/home-en.html>

Inquiries re insurance through AON may be directed to eventinsure@aon.ca or phone: 1-866-335-5551

PLEASE NOTE

St. Mark's reserves the right to cancel / suspend a facility use permit in the event that our facility is needed by the church. Every attempt will be made to provide as much notice as possible in the event that this occurs.