

Rental Agreement Terms and Conditions for Use of St. Mark's Sanctuary

Updated: January 2019

Dear Friends:

We are pleased that you have considered the use of St. Mark's Lutheran Church for your event. Our vision is to reach out and serve the people of Winnipeg and to be a community of belonging and hope, built on caring and nurturing relationships and spiritual direction and growth. The offering of our sanctuary for musical events is one way we can live out this vision.

Please review the following terms and conditions that will apply to your use of our facility.

1. The members of any group or organization or spectators, while in the church building 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 requirements of the Church Council. The name(s) of the supervising adult(s) must be entered upon the application for permit.
2. No admittance to the church will be given unless a permit has been issued. The building is to be used only on the date or dates, and hours, and for the purpose specified on the rental application.
3. The building must be vacated by the time shown on the permit. The last person leaving the building must check 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 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. Use of the kitchen is permitted for the plating of pre-prepared foods. St. Mark's plates, cups, glasses and utensils may be used. Please place all dirty dishes, utensils, etc., in the grey plastic bins located by dishwasher / commercial sinks. 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.
11. If use of the piano or public address system is required, the renter must make arrangements to meet with a staff person or designated member of the congregation to receive instructions

pertaining to the operation of this equipment and to provide direction as to how equipment is to be set up. St. Mark's will be responsible for setting up of its own equipment.

12. If tables and chairs need to be relocated, avoid dragging them across the floor.
13. Smoking and vaping is strictly prohibited in the entire building and within 6 meters (20 feet) of any entrance.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.