

# Facility Rental Agreement

## APPLICANT INFORMATION

Applicant/Organization (“Renter”): \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

## FACILITY REQUIREMENTS

1. Room: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
If this is a weekly rental, please provide :  
Total # of rental sessions: \_\_\_\_\_  
List all dates required: \_\_\_\_\_
2. Room: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
If this is a weekly rental, please provide :  
Total # of rental sessions: \_\_\_\_\_  
List all dates required: \_\_\_\_\_
3. Room: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
If this is a weekly rental, please provide :  
Total # of rental sessions: \_\_\_\_\_  
List all dates required: \_\_\_\_\_

**EQUIPMENT REQUIREMENTS** *(Fees may apply)*

Number of Rectangular Tables \_\_\_\_\_

Number of Chairs \_\_\_\_\_

Projector \* (Room 101 and 201 only)?    YES    NO

Portable Sound System?    YES    NO

Number of Extra Mics \_\_\_\_\_

\* **Must bring own laptop with HDMI port**

**EVENT DESCRIPTION**

Number of participants: \_\_\_\_\_

Number of staff/volunteers you will have to run the event: \_\_\_\_\_

Name of Event or activity: \_\_\_\_\_

Description of event or intended use:

Will there be advertising? If so, please include or explain?

Set-up Instructions (ie. Room layout):

**Rules and Regulations**

The undersigned has read and agrees to abide by the Terms and Conditions attached. CCCC reserves the right to amend the Terms and Conditions from time to time.

**Waiver and Indemnity**

The undersigned agrees to waive any claim against Cornerstone Christian Community Church (CCCC) and agree to defend, indemnify and hold CCCC, its directors, officers, employees, servants, agents and contractors harmless from any or all loss, liability, injury, damage, claims or expenses arising out of the use and/or occupation of the property belonging to CCCC. I agree further to compensate CCCC for any time spent or expenses incurred in defense of any such claims.

**Execution of Rental Agreement**

The undersigned has read and agrees to be bound by the terms and conditions contained herein and hereby warrants and represents that he/she executes this rental agreement on behalf of the Renter and has sufficient power, authority and capacity to bind the Renter with his/her signature.

This rental agreement is not effective unless all pages are signed (or initialed) and until:

- a. the rental fee is paid in full or post-dated payments have been received,
- b. the security deposit of \$500 is paid, and,
- c. proof of insurance is provided

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

*For office use only*

| Date | Rental Fee | Security Deposit | Proof of Insurance | Approved by: |
|------|------------|------------------|--------------------|--------------|
|      |            |                  |                    |              |

*Please return this completed form together with your payment, proof of insurance and security deposit to the church office.*

# CORNERSTONE CHRISTIAN COMMUNITY CHURCH

## Terms and Conditions

*Updated February 15, 2022*

1. **Proposed Use and Conduct of Renter:** This facility is owned and operated by Cornerstone Christian Community Church (“CCCC”) and is a place of worship. Use of the facility must be consistent with the tenets of faith, mission, vision and core values of CCCC. The determination of whether any activity, conduct, exhibit, portrayal or performance is consistent with the mission, vision and core values of CCCC rests solely in the discretion of CCCC. The Renter will not permit the facility to be used for any purpose that may be objected to by CCCC or for immoral, improper or illegal purposes. The Renter will not permit the use of vulgar or profane language in the facility. The Renter will not do or permit to be done any act that shall or may be a nuisance, annoyance, inconvenience or damage to CCCC or its members and persons lawfully using the facility. CCCC reserves the right to evict any function for the failure to observe proper conduct.
2. **Hours of Use:** The CCCC facility will only be made available within the approved time as indicated on the rental agreement. The facility must be vacated at the end of the approved time. Failure to end on time will result in extra charges – the hourly rental fee will apply for each 15 minutes over the approved time. Doors will open 15 minutes prior to and remain open 15 minutes after the specified rental period to allow for set up and clean up.
3. **Designated Areas:** Only those areas authorized for the use in the rental agreement may be used. Use of areas beyond those identified in the rental agreement will result in termination of the agreement and forfeiture of security deposit.
4. **Exits and Entrances:** Exits and entrances must not be obstructed at any time. **Parking of vehicles in fire lanes is prohibited.** Persons who do so risk having their vehicle ticketed and/or towed away at their own expense.
5. **Emergency Evacuation:** The renter will familiarize themselves with the closest emergency exits and evacuation routes. In case of emergency, the renter will ensure their guests are evacuated through the closest available emergency exit.
6. **First Aid Kit:** The renter is responsible for bringing their own first aid kit & supplies (ie ice packs).

7. **Clean-up:** Renter will leave the designated area in a clean condition with all decorations removed, tables cleared and garbage put in garbage or recycle bins.
8. **Supervision:** The Renter must designate a Supervisor who is 21 years old or older to be on site during the entire activity, in charge at all times overseeing all activities, participants and invitees and will ensure compliance with these rules and regulations. The Supervisor must immediately report to CCCC any damage noted by or caused by the group. In an emergency, such as fire, the Supervisor will be responsible for directing the evacuation of the room. CCCC reserves the right to decide when and if security or church personnel is required. Such special security or church personnel, if required, will be charged to the Renter.
9. **Gymnasium Usage:** The gymnasium flooring is compatible with most footwear. Only non-marking shoes must be worn in the gymnasium. Cleats and stiletto-heeled shoes are forbidden in the gymnasium. **No items shall be put on the stage area at any time.** Personal belongings can be left in the change room, around the perimeter of the gymnasium or outside the gymnasium.
10. **Moving Furniture and Fixtures:** No furniture, fixtures or equipment are to be removed from the facility. Furniture and equipment may not be taken outdoors unless prior approval from CCCC is obtained.
11. **Damage, breakage or missing:** Renter will be responsible for all damages caused to CCCC during the activity. Renter will be expected to assume responsibility for reasonable care of the CCCC property. Repair or replacement of damaged or missing equipment, furniture or fixtures, over and above the security deposit, will be paid for by the Renter. Additional custodial needs will result in additional fees.
12. **Insurance:** A weekly renter is required to show proof of insurance with a minimum general liability coverage of \$2,000,000 with CCCC shown as an Additional Named Insured and include full participant coverage. A one-time renter is required to show proof of homeowner's insurance or purchase of special occasion coverage with a minimum general liability coverage of \$2,000,000.
13. **Fundraising:** Fundraising activities at the facility require prior approval. Games of chance, lotteries, bingo games and all other forms of gambling are not permitted.

14. **Vending and Concessions:** The Renter shall not sponsor a vending or concessions operation that competes with CCCC's vending or concession operations.
15. **Property belonging to Renter:** The Renter will remove all properties which they have brought to the facility and such removal must be made by the end of the rental period. CCCC shall not be responsible for lost, stolen or damaged property belonging to the Renter, its participants or invitees, before, during or after the rental. CCCC does not accept responsibility for equipment or items left on CCCC's property.
16. **Signs & Decorations:** Decorations and posters are allowed however only painters tape or sticky tack are to be used to affix decorations. Tacks, nails or any means that puncture the walls, floors, or ceiling are strictly prohibited. Confetti, rice or similar particulates are not permitted. Helium balloons are not permitted unless they are securely anchored. Any additional custodial needs will result in additional fees.
17. **Candles:** The use of candles is only permitted for the momentary lighting of birthday candles.
18. **Smoking:** Smoking is NOT PERMITTED on CCCC property at any time. Any violation will result in the forfeit of the security deposit.
19. **Pets:** Pets are not permitted to be brought into the building.
20. **Food or drink:** No food or drink, other than water, is allowed in the gymnasium or on the stage. For those renting the café or classroom space, please do not bring foods with nuts.
21. **Alcohol:** The use or serving of alcoholic beverages is prohibited on CCCC property with the exception of sacramental purposes during a church service.
22. **Maximum Capacity:** The maximum capacity of the facility is 600 persons. Under no circumstances can the building's legal occupancy limit be exceeded.
23. **Parking:** Parking must be confined to CCCC's parking lot. No parking is allowed on fields or laneways. Renter is solely responsible and liable for all vehicles and the contents inside vehicles that enter or park on CCCC property to attend the Renter's event/activity. CCCC does not guarantee the availability of parking spaces. Overnight parking is strictly prohibited.

24. **Payment of Booking Deposit and Rental Fees:** The Renter shall pay the rental fee at the time of booking. The rental fee includes the cost of the room, any equipment and/or service charges. Payment can be made by cash, cheque or e-transfer to [giving@cornerstonechurch.ca](mailto:giving@cornerstonechurch.ca) (please reference your invoice number). Weekly rentals can pay by installments if they provide monthly post-dated cheques dated the first of each month. N.S.F. cheques will be charged back to the Renter with a \$40 administration fee.
25. **Damage Deposit:** The Renter shall pay a damage deposit of \$500 at time of booking or 1 week prior to the event (whichever is later). The damage deposit will be returned within 2 weeks of the end of the rental period less any deduction for damages, missing equipment or extra cleaning charges, if applicable.
26. **Cancellation by Church:** CCCC reserves the right to cancel or change the date of a rental date for ministry purposes or due to unforeseen circumstances. Ministry activities of CCCC have priority over all other uses. Renters will be given 14 days notice if the facility is unavailable. A full refund will be provided. Furthermore, CCCC will not be held responsible for any failure to provide access to the facility due to circumstances beyond CCCC's control.
27. **Cancellation by Renter:** All notice of cancellations must be in writing and submitted to CCCC. There will be no refunds for cancellations within 30 days of the rental date. A minimum \$50 or 10% administration fee will be withheld from any refunds (whichever is higher). Penalties may be waived at discretion of CCCC.
28. **Transfer and assignment:** This rental agreement is not transferable or assignable by the Renter.
29. **Applicable laws:** The Renter will not conduct or permit any activity in the facility which is illegal.
30. **Disclosure:** It is understood and agreed that the Renter named in this rental agreement is the real party in interest and the Renter is not acting for or on behalf of an undisclosed principal and should it hereafter appear that the Renter is not a real part in interest, that fact shall be grounds for permitting CCCC to immediately cancel the rental agreement and any remaining portion of the time thereof without liability on the part of CCCC. The rental fee will be forfeited.

# Cornerstone Christian Community Church

## Rental Rates

*Effective January 1, 2022*

### Rooms

- Double Gymnasium \$95/hour (sports)
- Double Gymnasium \$150/hour (non-sports)
- Café \$140/hour (includes custodial charges)
- Classrooms
  - Room 101, 102 \$40 per hour (max 50 people)
  - Room 201, 202, 203, 204 \$25 per hour (max 30 people)

### Gym Birthday Package (includes sports equipment)

- 2 hour double gym rental plus a portion of the café
  - up to 30 guests \$250
  - up to 40 guests \$275
  - up to 50 guests \$300

### Equipment Charges

- Sports Equipment (soccer, floor hockey, volleyball, basketball) \$10
- Portable TV/DVD \$25
- Projector (available in Rooms 101 and 201 only) \$50
- Portable Sound System (1 handheld mic, 1 amp) \$50
- Extra mics \$10 each

### Service Charges

- Custodian (required for parties/large functions) \$40 per hour