



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 * (Rooms 101, 201, and Youth Lounge only)? YES NO

Portable Sound System? YES NO

Number of Extra Mics: _____

** Please bring your own laptop with an HDMI port.*

EVENT DESCRIPTION

Number of participants: _____

Number of people you will have to run/supervise the event: _____

Name of event or activity: _____

Will food be served? YES NO

Description of event or intended use:

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

Set-up Instructions (i.e., Room layout):

RULES AND REGULATIONS

The undersigned has read and agrees to abide by the Terms and Conditions attached to this agreement. Cornerstone reserves the right to amend the Terms and Conditions at its discretion.

WAIVER AND INDEMNITY

The undersigned agrees to waive any claim against Cornerstone Christian Community Church (Cornerstone) and agree to defend, indemnify and hold Cornerstone, 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 Cornerstone. I agree further to compensate Cornerstone 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 they execute this rental agreement on behalf of the Renter and has sufficient power, authority and capacity to bind the Renter with their 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:
	Equipment fees:			

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 June 2, 2026

1. **Proposed Use and Conduct of Renter:** This facility is owned and operated by Cornerstone Christian Community Church ("Cornerstone") and is a place of worship. Use of the facility must be consistent with the tenets of faith, mission, vision, and core values of Cornerstone. The determination of whether any activity, conduct, exhibit, portrayal or performance is consistent with the mission, vision and core values of Cornerstone rests solely in the discretion of Cornerstone. The Renter will not permit the facility to be used for any purpose that may be objected to by Cornerstone 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 Cornerstone or its members and persons lawfully using the facility. Cornerstone reserves the right to evict any function for the failure to observe proper conduct.
2. **Booking Approval and Priority:** Approval is subject to space availability and custodial staff scheduling. Custodial service is required for setup, cleanup, and the full event duration.
3. **Hours of Use:** The Cornerstone 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 vacate on time will result in additional charges; the hourly rental fee will be applied for every 15-minute increment beyond the approved time. Doors will open 15 minutes prior to and remain open 15 minutes after the specified rental period to allow for setup and cleanup.
4. **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.
5. **Exits and Entrances:** Exits and entrances must not be obstructed at any time. **Parking of vehicles in fire lanes is prohibited.** Vehicles in violation are subject to ticketing and/or towing at their owner's expense.
6. **Emergency Evacuation:** The Renter will familiarize themselves with the closest emergency exits and evacuation routes. In the event of an emergency, the Renter is responsible for ensuring all guests exit through the nearest available emergency exit.
7. **First Aid Kit:** The Renter is responsible for bringing their own first aid kit & supplies (e.g., ice packs). A First Aid-trained person must be on-site during the event.
8. **Clean-up:** The Renter must leave the designated area in a clean condition with all decorations removed, tables cleared, and waste sorted into the appropriate garbage/recycle/compost/liquid waste bins. For events with more than 50 attendees, a refundable \$50 environmental fee will be charged to ensure that waste is properly sorted and disposed of in the appropriate bins. This fee will be refunded when appropriate disposal is confirmed by our custodian.

9. **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 guests. The Supervisor will ensure compliance with all facility rules and regulations. Any damage noted before or caused during the event must be reported immediately to Cornerstone. In an emergency, such as fire, the Supervisor will be responsible for directing the evacuation of the room. Cornerstone 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.
10. **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 are permitted on the stage area at any time.** Personal belongings may be stored in the change room, around the perimeter of the gymnasium, or outside the gymnasium.
11. **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 Cornerstone is obtained.
12. **Use of Inflatables**: Only RENTED inflatables (e.g., “bouncy castles”) are permitted on site. Confirmation that the equipment is rented from a company that carries valid liability insurance for the inflatable equipment must be provided in advance.
13. **Damage, breakage, or missing**: Renter will be responsible for all damages caused to Cornerstone during the activity. Renter will be expected to assume responsibility for reasonable care of the Cornerstone 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.
14. **Insurance**: 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. A weekly Renter is required to show proof of insurance with a minimum general liability coverage of \$2,000,000 with Cornerstone shown as an Additional Named Insured and include full participant coverage.
15. **Fundraising**: Fundraising activities at the facility require prior approval. Games of chance, lotteries, bingo games, and all other forms of gambling are not permitted.
16. **Vending and Concessions**: The Renter shall not sponsor a vending or concessions operation that competes with Cornerstone’s vending or concession operations.
17. **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. Cornerstone shall not be responsible for lost, stolen, or damaged property belonging to the Renter, its participants or invitees, before, during, or after the rental. Cornerstone does not accept responsibility for equipment or items left on Cornerstone’s property.
18. **Signs & Decorations**: Decorations and posters are allowed: however only painter’s tape, sticky tack, or similar non-damaging adhesives 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.

19. **Candles**: The use of candles is only permitted for the momentary lighting of birthday candles.
20. **Smoking**: Smoking is NOT PERMITTED on Cornerstone property at any time. Any violation will result in the forfeit of the security deposit.
21. **Pets**: Pets are not permitted to be brought into the building. Exception: Legally recognized service animals are permitted when accompanying individuals with disabilities.
22. **Food or Drink**: No food or drink, other than water, is allowed in the gymnasium or on the stage.
23. **Nut-Aware Environment**: Please do not bring any food products containing peanuts, tree nuts, or nut by-products into the building. This includes, but is not limited to, snacks, baked goods, spreads, and any items labeled as containing or "may contain" nuts.
Exceptions may be made for sealed, unopened products that are not intended for on-site consumption. These items must remain sealed and stored away from food preparation or eating areas.
Cornerstone strives to maintain a nut-aware environment but cannot guarantee that the facility or all food products are free from nut allergens or cross-contamination.
24. **Alcohol**: The use or serving of alcoholic beverages is strictly prohibited on Cornerstone property, except for sacramental purposes during a church service.
25. **Maximum Capacity**: Each room or space within the facility has a designated maximum occupancy. Under no circumstances may the stated capacity for any space be exceeded. This is to ensure the safety of all guests and compliance with building and fire code regulations.
26. **Parking**: Parking must be confined to Cornerstone'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 Cornerstone property to attend the Renter's event/activity. Cornerstone does not guarantee the availability of parking spaces. Overnight parking is strictly prohibited.
27. **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 (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.
28. **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.
29. **Cancellation by Church**: Cornerstone reserves the right to cancel or reschedule a rental date for ministry purposes or due to unforeseen circumstances. Ministry activities of Cornerstone 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, Cornerstone will not be held responsible for any failure to provide access to the facility due to circumstances beyond Cornerstone's control.

30. **Cancellation by Renter**: All notice of cancellations must be in writing and submitted to Cornerstone. 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 Cornerstone.
31. **Transfer and Assignment**: This rental agreement is not transferable or assignable by the Renter.
32. **Applicable Laws**: The Renter will not conduct or permit any activity in the facility which is illegal.
33. **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 party in interest, that fact shall be grounds for permitting Cornerstone to immediately cancel the rental agreement and any remaining portion of the time thereof without liability on the part of Cornerstone. The rental fee will be forfeited.

Cornerstone Christian Community Church

Rental Rates

Effective January 1, 2025

Rooms

- Double Gymnasium \$110/hour (sports)
- Double Gymnasium \$200/hour (non-sports)
- Café \$160/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 \$275
- 30-40 guests \$300
- 50-75 guests \$325
- 75-100 guests \$400

Equipment Charges

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

Service Charges

- Custodian (required for parties/large functions) \$40 per hour
- Environmental Fee (refundable, required if 50+ people) \$50 flat fee