

Dayspring Presbyterian Church
A Community of Faith and Care
 11445 – 40 Avenue, Edmonton, Alberta, T6J 0R4
 PHONE: 780 435 3111 Ext 0 FAX: 780 434 8002 Email: admin@dayspringchurch.ca

Building Usage Agreement

Contact Person:

Surname _____ First Name _____

Address _____

Daytime Phone # _____ Evening Phone # _____

Email _____

Intended Use: _____

Approximate Number of People: _____

Date and Time of Function: Year/Month/Day @ ??? to ??? _____

Space Use **ASK ABOUT THERMOSTAT SETTINGS WHEN USING DURING WINTER**

Area Available	Fee	Conditions/Fees (fees waived etc.)	Room(s) wanted
Great Room and Kitchen About 4000 sq. ft.	Weekend-\$75/hr or a daily maximum of \$500 Weekdays-\$60/hr or a daily maximum of \$400		
Sanctuary	\$30/hr or a daily maximum of \$200		
Rupert Street Room	\$30/hr		
Engelhart Room	\$30/hr.		
Classroom #1	\$30/hr.		
Classroom #2	\$30/hr.		
Library	\$30/hr.		
Portable Screen, Sound System or Organ	\$30/per item		
Grand or Upright Piano	\$50. for either		
		Total Fees Collected \$	
A damage deposit of \$500 in a cheque separate from the usage fees and a \$400 separate damage cheque deposit if using equipment.			

*** SMOKING AND ANIMALS ARE PROHIBITED IN DAYSPRING PRESBYTERIAN CHURCH***
 (other than service animals)

Please see the second page for further information and signatures.

IT IS THE USER'S RESPONSIBILITY TO:

- 1) Obtain a key **and, and the security system information**, from the church administrative assistant and return it by the Monday after your event. Note: The key must not be duplicated. Key to be accessible only to the person in charge. Key loss to be reported immediately. You will also receive a key to the dumpster. Enter and exit **only** through the main (40th Avenue Northeast) entrance so as to use the alarm system.
- 2) Users will assume responsibility for all participants associated with their event; of the facilities and ensure that they abide by the policies and guidelines set forth by Dayspring Presbyterian Church. Use only the facilities as outlined in the Usage agreement and use the facilities for the agreed upon event and time only.
- 3) As the building is kept locked after normal hours of operation, evening and weekend users are to have a representative stay at the main entrance to admit the group's participants until all have arrived. Keep the door locked while the session proceeds.
- 4) Users are required to supervise the members of their group while they are in the building or on the grounds and ensure that all participants have left when their allocated time has expired. **If children are to be at the event, one adult, who is not part of the event, per every 5 children must be provided and keep children entertained and from wandering into rooms not included in the agreement.**
- 5) Group Leaders are expected to have appropriate training and/or certification. All activities are to be conducted in a manner that avoids any form of abuse (i.e. physical, mental or sexual). Users must end their event promptly at their scheduled time as another group might be scheduled to start right away.
- 6) Ensure that all doors and windows **in both levels** are closed and locked when you vacate the building and carefully check all washrooms, then arm the security system and leave only by the 40th Avenue entrance.
- 7) Please leave the building in the clean and orderly condition it was in when you arrived, **particularly if it is on a Saturday as the custodian might not be in before the church service the next day.** You will need to DRY MOP the room(s) you have used and for big messes there is a vacuum in the 'cleaning supplies' room (your key fits the lock), and mop up any sticky substances. You will find equipment and supplies in the cleaning room. Another event might be scheduled right after yours so cleaning time needs to be factored in when you close your event down. **If miscellaneous church items need to be moved, we suggest you take pictures of them before and let your clean-up crew know so moved items can be put back where they were moved from. Bag up ALL garbage and take out to the locked dumpster, outside of the west entrance.**
- 8) If you plan to offer liquor at your event, a License must be purchased and a copy of that provided to the church and notification included in your insurance plan as well as having a licensed barkeeper.
- 9) **Have and give Dayspring a copy of adequate liability and property insurance to indemnify Dayspring Presbyterian Church against any claim resulting from personal injury or property damage resulting from agreed upon use. It MUST state Dayspring's name as the 'Additional Insured' right on the policy, not just a blanket one for your group. Please ask us about the MARSH insurance company that offers an equitable fee range for third party event insurance.**
- 10) **Please be aware that if you are using the kitchen at a time that the 'R&S Out of School Care' are here with the children, the kitchen will need to be shared.**
- 11) If authorized by the Fellowship Committee to use the linens (kitchen, table) **it will be your responsibility to launder and return them within 48 hours.**

Special Conditions, if any: NO HELIUM BALLOONS AT ALL. _____

Key Issued on: _____ Key Returned on: _____

Date

Date

I have received and read a copy of this agreement and the terms and conditions outlined above are acceptable and agreed upon.

Signature

_____ for _____
Date

Signature

_____ for Dayspring Presbyterian Church
Date

Dayspring Presbyterian Church Kitchen Use Agreement

To maintain a safe and healthy environment for us all, we ask you to follow these important food handling guidelines when using our church kitchen

Only food prepared off site may be reheated in the kitchen.

1. Do not use the church kitchen to prepare or cook raw foods such as chicken or turkey, shellfish, fish, pork or beef.
2. Ensure everyone practices good hand washing before, during, and after food handling.
3. Hot foods should be properly heated and maintained at a temperature greater than 60C.
4. Cold foods (especially those containing eggs and mayonnaise) should be stored in the refrigerator until just prior to serving.
5. If leaving food in the fridge prior to your function, please mark it and date it or, at the end of your function, add the blue cards (attached to the fridge overhead) indicating you are leaving it to be enjoyed by Dayspring people.
6. Hot soapy water should be used to wipe off surfaces prior to and following food preparation.
- 7. All utensils and dishes should be rinsed and washed prior to being put into the sterilizer.**
Anything that will not fit into the sterilizer should be sterilized in a solution of 10% bleach, air dry the pitchers.

Please do not remove/use food already on site (in the fridge or cupboards) during your event. The fridge shelves available to you are the very top, the next one down and bottom, the other one is for use by our regular Out of School renter as per the signage.

Before you leave the kitchen:

- Please check that the sterilizer is emptied and the plug back in place and the off button pushed.
- Please tie up ALL garbage bags (extras are in the bottom of the garbage can or in the cleaning supply room) and **place in the dumpster outside the west entrance** for which you have been given a key for.
- Check the exhaust fan is shut off.
- Please remove any of your leftover food from the refrigerator.
- **Kitchen linens (if used) are to be cleaned and returned in a timely fashion as per the special instructions on the Usage Agreement.**

I have received and read a copy of this agreement and the terms and conditions outlined above are acceptable and agreed upon. I will make sure that everyone working in the kitchen follows the terms of this agreement.

Signature _____ Date _____ for _____

_____ Date _____ for Dayspring Presbyterian