

Building Usage Contract

Contact Person: Last Name: First Name:
 Address:
 Daytime Phone # Evening Phone #
 Email:

Intended Use:

Approximate Number of People:

Date and Time of Function:

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	UNDER REVIEW	No food or drink allowed	
Rupert Street Room	\$30/hr		
Engelhart Room	\$30/hr.		
Classroom #1	\$30/hr.		
Classroom #2	\$30/hr.		
Library	\$30/hr.		
Portable Screen, Organ	\$30/per item		
Grand or Upright Piano	\$50. for either		
		Total Fees Collected \$)	
A damage deposit of \$500 in a separate payment from the usage fees	Deposit and Fees can be paid by debit, credit or cheque or e-transfer.		

*** 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 Contract 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 (you have a key), 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 family member 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.**
- 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