



2024-2025 FACILITY USAGE

AGREEMENT

Revised September 2024



IMPORTANT: To confirm your booking, this completed/signed application and **post-dated cheque in the amount of \$250 (refundable damage retainer)** must be received by the Booking Coordinator **at least two weeks before the booking date.**

DATE COMPLETED: _____

CONTACT INFORMATION

Name: _____ **Title:** _____

Organization: _____

Address: _____

City: _____ **Prov:** _____ **Postal Code:** _____

Phone: _____ **E-mail:** _____

USAGE INFORMATION

Purpose of Usage:

Number of people expected: _____

ROOM(S) & SERVICES REQUESTED:

- Fellowship Hall Downstairs
- Gathering Place/Sanctuary Upstairs
- Greenway Chapel Upstairs
- Green Cathedral Outside
- Community Living Room Outside
- Served
- Kitchen
- Wi-Fi
- Audio Visual in the Fellowship Hall
- Audio Visual in the Gathering Place/Sanctuary
- Digital Piano

Facility Usage Agreement

ONE-TIME USAGE (full donation due with agreement)

Date: _____

Start time: _____ End time: _____

(Includes set up and clean up time)

ONGOING USAGE

(one week donation due with agreement to hold your dates)

Start date:

End date: _____

Start time: _____

End time: _____

Excluded dates:

_____/_____/_____

_____/_____/_____

Please list any dates during this time period that you will NOT require use of the room including stat holidays, summer break, etc. Thank you!

FACILITY USAGE AGREEMENT 2024-2025: TERMS AND CONDITIONS

As Huron Shores United Church is a non-profit community organization, we try to keep our usage rates reasonable. To keep our costs down we rely on our users to follow our terms and conditions. Please initial each item below:

Facilities and equipment will be left tidy and clean, and in the same condition as found: _____

If tables and chairs are used, they will be returned to their proper location: _____

Additional costs may be charged for any extra cleaning or damages incurred if the facilities are not left in the same condition as found: _____

Activities will be kept to the areas specified in this usage agreement: _____

Use of the facilities will be limited to the time(s) specified in this agreement unless special arrangements have been made: _____

Third party liability insurance is required, with a copy provided to the church office at least one week prior to, or at time of usage: _____

Lottery and gambling are not permitted: _____

Alcohol may be permitted with proof of liability and licensing: _____

Smoking in any part of the building is prohibited by law: _____

Nothing of an inflammatory or discriminatory nature will be permitted in the church building: _____

In compliance with Health Unit Regulations all outside food brought into the church and served to the public must be recorded in the binder labeled for this purpose and located in the kitchen. This record must include the date, the name of the person bringing the food, and where the food came from, ie., the grocery store, home baking, the farmers' market, a catering company, etc: _____

Huron Shores United Church, its employees and its officers will not be held responsible for personal injury, damage to personal items, or for the loss or theft of any items belonging to the user or persons attending the event: _____

I have carefully read the facility usage terms and conditions and I/we agree on behalf of my group that I/we will abide by the terms and conditions of the Huron Shores United Church Facility Usage Agreement.

Signature: _____ Date: ____ / ____ / _____

Printed name

Representative of HSUC

Facility Usage Agreement

PLEASE NOTE: Only blue painters tape is allowed to affix anything on our walls in any of the locations above!

Kitchen and Fellowship Hall After-Use Checklist:

- Fridge, kitchen and fellowship hall are empty of all belongings brought in
- Countertops and serving carts have been wiped down with soap and water first. Then disinfected with the prepared bleach sanitizer
- All used dishes, utensils, pots and pans, bowls, coffee urns, etc., to have been returned to their proper place, ensuring that they have been properly cleaned before storing
- Dishwasher has been shut down properly, drained and the water supply tap has been turned off, with all washing racks replaced and the door left open for air drying
- Exhaust system must be turned off
- Stoves are cleaned and the stoves and burners are all turned off
- Sink drains have been cleaned of food waste
- Electrical appliances used are left unplugged
- Floors swept and or mopped
- Garbage and recycling removed to the bins that are stored outside on the north side of the building tables and chairs are returned to original location
- If tablecloths used, place them together in the kitchen and be sure the laundry fee is paid
- Used tea towels and dish cloths, are taken for laundering and returned if belonging to the church
- Breakage reported to the Office Administrator
- Roller shutter pulled down and locked in place
- Lights turned off in the kitchen, fellowship hall and hallways

HSUC Representative

Facility Usage Representative

Facility Usage Agreement

Sanctuary and Servery After-Use Checklist:

- Servery fridge is empty of all belongings
- Countertops and serving carts have been wiped down
- All used dishes, utensils, pots and pans, bowls, coffee urns, etc., have been returned to their proper place, ensuring that they have been properly cleaned before storing
- Dishwasher has been loaded and started
- Sink drains have been cleaned of food waste
- Electrical appliances are left unplugged
- Floors swept and or mopped
- Garbage/recycling removed to the bins stored outside on the north side of the building
- Used tea towels and washcloths are taken for laundering and returned to the church
- Breakage reported to the Office Administrator
- Tables and chairs are returned to original location
- Sanctuary furniture including baptismal font, pulpit, communion table, Christ candle returned
- Hanging mikes returned and screen lifted if used
- All sound equipment and computer returned and turned off
- Window blinds returned to the way they found them
- Lights are turned off in the sanctuary, servery, hallways
- Exterior doors are locked
- Washrooms inspected for cleanliness to make sure everything is ok with them
- Fire doors are closed at the top of the stairs and at the bottom of the stairs

HSUC Representative

Facility Usage Representative

Facility Usage Agreement

Huron Shores United Church Rental
25 Main Street, Grand Bend, Ont. N0M 1T0 (519) 238-2402
www.huronshoresunitedchurch.com

Event Date _____ Event Time _____ to _____

Requested By _____ Email _____

Address _____ Phone # _____

Non-profit community/church event YES__ NO__ Charitable registration # (if applicable): _____

Suggested Donations:

Use of Gathering Place/Sanctuary Only \$150.00

Use of Kitchen/Servery (appliances, dishes, etc.) \$100.00

Use of Fellowship Hall Only \$150.00

Additional Services Required:

Furniture Set-Up/Take-Down (tables, chairs) (if you are not completing your own set-up)
\$100 per person, up to 3 hours

Custodial Services (if you are not completing your own clean-up) \$50 per person, per hour

Audio-Visual Technician (Inside Building) \$100 per person, up to 2 hours
(\$50 per person per hour after 2 hours)

Audio-Visual Technician (Outside Building) \$150 per person up to 2 hours;
(\$50 per hour after 2 hours)

Ministerial Fee *Please contact the Minister for details
(hsucrevnancy@gmail.com)*

Musician Fee \$175 per wedding/funeral
\$75 per wedding rehearsal
*Please contact the Music Director for other events and/or
further details
(windyhill@gmail.com)*

Please contact our Office Administrator directly to answer any questions: 519-238-2402

(Please make cheque payable to: Huron Shores United Church) Total \$ _____

PLEASE SPECIFY NEEDS IN THE CHART ON THE FOLLOWING PAGE.

Facility Usage Agreement

Additional Personnel Support Needs:

Personnel	Equipment/Communication <i>(Microphone/Piano/ Zoom Link/ Powerpoint, etc)</i>	Hours	Fee	Office Use

- All activities and events in church facilities must be in compliance with municipal, provincial & federal law.
- Fire Regulations: All persons using church facilities must familiarize themselves with the church evacuation plans posted in the hall and exits. All exits and driveways must be kept free from obstruction in case of fire.
- Chairs and tables owned by the church will be made available as required. User is liable for any damages and should not move the furniture without prior consent (ie., Pulpit/Piano...). It remains the user's responsibility to set up and remove whatever chairs and tables are required.
- The applicant, and specifically the adult supervisor, shall be financially and otherwise responsible for all damage to the property of the church or the loss of any of the contents therein during the time the usage was in effect. Tables and chairs are not permitted to leave the building/property.
- The applicant shall save and hold harmless Huron Shores United Church from any liabilities and/or responsibilities arising during the occupancy of the building and its related areas, including sickness or death that occurs as a result of a pandemic.
- The Council of Huron Shores United Church reserves the right, through its representatives, to close any function for failure to observe proper conduct or for failure to comply with any of the above provisions.

I, the applicant, hereby acknowledge that I am 21 years of age or older, and have read and will honour the conditions for usage as outlined in the attached document. I understand that I will be responsible for all the monetary obligations as agreed upon.

Signature

HSUC Representative Signature

Date and Time: _____

Payment Received: ___ cheque/ ___ cash Copy to Finance: _____ Finance _____ Office Initials _____

"Our relationship with God and each other strengthens us, and helps make the world a better place. We welcome and include everyone into congregational life."

