



St. James United Church

Living fully, intentionally and compassionately...

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IMPORTANT: TO SECURE YOUR BOOKING, THIS COMPLETED/SIGNED FORM AND PAYMENT MUST BE RECEIVED BY ST. JAMES UNITED CHURCH. IF NOT RECEIVED, THE BOOKING DATES MAY BE RELEASED AND MADE AVAILABLE TO OTHER GROUPS.

CONTACT INFORMATION:

NAME: _____ TITLE: _____

ORGANIZATION: _____

ADDRESS: _____ CITY: _____ PROV: _____ POSTAL CODE: _____

PHONE: _____ EXT: _____ EMAIL: _____

RENTAL INFORMATION:

PURPOSE OF RENTAL: _____

NO. EXPECTED: _____ ADMISSION FEE: Y: \$ _____ N

ROOM REQUESTED

(Prices are based on per hour usage or part thereof):

NP = Non-profit FP = For Profit

LARGE AUDITORIUM (GYMNASIUM) \$44 NP \$49 FP

SMALL AUDITORIUM \$39 NP \$44 FP

FRIENDSHIP ROOM \$33 NP \$38 FP

WESLEY HALL MEETING SPACE (STAGE AREA) \$35 NP \$40 FP

WESLEY HALL (FULL SPACE) \$50 NP \$75 FP

OTHER: _____ \$ _____

HOURS: # _____ TOTAL: \$ _____

ADDITIONAL SERVICES/FEEES:

- \$ 0 WIFI REQUESTED (PASSWORD REQUIRED)
- \$25 KEY DEPOSIT FOR ONGOING RENTALS
- \$150 DAMAGE DEPOSIT FOR ONE TIME RENTALS
- \$50 SET-UP FEE (SETUP & TAKE-DOWN BY CHURCH STAFF)
- \$25 OPEN CHURCH DURING OFF HOURS
- \$50 PORTABLE SOUND SYSTEM
- \$25 PROJECTOR
- \$50/HR SANCTUARY SOUND/LIGHTING/STREAMING SERVICES
HOURS: # _____ TOTAL: _____
- \$25/HR POWERPOINT OPERATOR
HOURS: # _____ TOTAL: _____

OTHER REQUIREMENTS: _____

TOTAL SERVICES \$ _____ GRAND TOTAL \$ _____

ONE TIME RENTAL

FULL RENTAL FEE DUE WITH CONTRACT TO HOLD YOUR DATE.

DATE: _____

START TIME: _____ END TIME: _____
(INCLUDING SETUP TIME) (INCLUDING CLEAN-UP TIME)

TOTAL HOURS: _____

ONGOING RENTAL

ONE WEEK RENTAL FEE DUE WITH CONTRACT TO HOLD YOUR DATES.

START DATE: _____

END DATE: _____

START TIME: _____ END TIME: _____
(INCLUDING SETUP TIME) (INCLUDING CLEAN-UP TIME)

EXCLUDED DATES:

(PLEASE LIST ANY DATES DURING THIS TIME PERIOD YOU WILL NOT REQUIRE USE OF THE ROOM, INCLUDING STAT HOLIDAYS.)

_____ | _____ | _____

_____ | _____ | _____

_____ | _____ | _____

Blocked out Dates

FOR A PERIOD OF TWO WEEKS IN BOTH THE FALL AND SPRING THE SANCTUARY WILL NOT BE AVAILABLE FOR RENTAL GROUPS DUE TO THE ST. JAMES PLAYERS PRODUCTION.
SPRING 2022: TBA FALL: 2021 TBA

ROOM RENTAL AGREEMENT: 2021-2022 TERMS AND CONDITIONS

ST. JAMES UNITED CHURCH IS A NON-PROFIT COMMUNITY ORGANIZATION; AS SUCH, WE TRY TO KEEP OUR RENTAL RATES LOW. TO KEEP OUR COSTS DOWN, WE RELY ON OUR GROUPS TO FOLLOW OUR TERMS AND CONDITIONS. PLEASE READ AND INITIAL EACH ITEM BELOW:

- OUR GROUP AGREES TO LEAVE THE FACILITIES AND EQUIPMENT TIDY AND CLEAN, AND IN THE SAME CONDITION AS FOUND. IF TABLES AND CHAIRS ARE USED (AND A STAFF MEMBER WAS NOT HIRED TO DO SET-UP AND TAKE DOWN), WE WILL RETURN THEM TO THEIR PROPER LOCATION. WE HAVE BEEN SHOWN WHERE TO FIND THE GARBAGE, RECYCLING, AND BROOMS. WE UNDERSTAND THAT WE MAY BE CHARGED FOR ANY EXCESSIVE CLEANING COSTS IF THE FACILITIES ARE NOT LEFT IN THE SAME CONDITION AS FOUND.
- WE UNDERSTAND THAT OUR GROUP WILL BE CHARGED FOR ANY DAMAGE CAUSED TO THE FACILITIES DURING OUR RENTAL TIME. WE ALSO UNDERSTAND THAT OUR GROUP WILL BE CHARGED FOR ANY MISSING OR DAMAGED ITEMS OR EQUIPMENT.
- WE UNDERSTAND THAT IF OUR GROUP IS FOUND USING ANY ROOMS THAT HAVE NOT BEEN BOOKED, WE WILL BE CHARGED FOR ADDITIONAL ROOM RENTALS. PLEASE KEEP PARTICIPANTS TO RENTAL AREAS. - DO NOT ROAM THE CHURCH. CHILDREN MUST BE SUPERVISED AT ALL TIMES.
- WE UNDERSTAND THAT WE MAY NOT ARRIVE EARLIER THEN THE TIME MENTIONED ON THE AGREEMENT UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE. WE UNDERSTAND THAT WE WILL BE CHARGED FOR ANY SET-UP AND TAKE-DOWN TIME OUR GROUP MAY NEED AND THAT THIS TIME MUST BE BOOKED ON OUR CONTRACT.
- WE UNDERSTAND THAT THE USE OF THE KITCHEN IS STRICTLY PROHIBITED UNLESS INCLUDED IN RENTAL AGREEMENT.
- OUR GROUP AGREES THAT THERE WILL BE NO SMOKING OR ALCOHOL USE ON THE PROPERTY, INCLUDING IN THE PARKING LOT.
- WE HAVE BEEN SHOWN HOW TO LOCK UP AND TURN OUT THE LIGHTS AND TURN DOWN THE THERMOSTAT WHERE APPLICABLE.
- WE HAVE BEEN SHOWN WHERE THE BATHROOMS ARE LOCATED.
- WE HAVE RECEIVED THE PASSWORD FOR THE WIFI, IF NEEDED.
- WE ACKNOWLEDGE THAT WE ARE IN A RESIDENTIAL AREA AND WILL BE MINDFUL OF THE NEIGHBOURS WHEN ENTERING AND EXITING THE PROPERTY.
- THE CONTACT PERSON NAMED HEREIN IS AT LEAST 18 YEARS OLD AND AGREES TO BE RESPONSIBLE FOR THE GROUP.
- ST. JAMES 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 APPLICANT OR PERSONS ATTENDING THE EVENT.
- WE UNDERSTAND, THAT IN THE EVENT OF A NECESSARY CHURCH FUNCTION (E.G. FUNERAL), WE MAY BE BUMPED OUT OF OUR ROOM. AS MUCH NOTICE AS POSSIBLE WILL BE GIVEN.
- CANCELLATION POLICY:** WE UNDERSTAND THAT WE ARE REQUIRED TO GIVE AT LEAST 72 HOURS NOTICE FOR THE CANCELLATION OF A ONE-TIME RENTAL. FAILURE TO NOTIFY THE CHURCH OFFICE WILL RESULT IN THE LOSS OF OUR RENTAL FEE.
- INSURANCE:** MOST RENTAL GROUPS ARE REQUIRED TO PURCHASE THEIR OWN GROUP LIABILITY INSURANCE. A COPY OF YOUR POLICY MUST BE SUBMITTED TO THE CHURCH OFFICE PRIOR TO YOUR BOOKED RENTAL DATE. ST. JAMES CAN PROVIDE INSURANCE COMPANY CONTACT INFORMATION, IF REQUESTED

I HAVE CAREFULLY READ AND I AGREE THAT OUR GROUP WILL ABIDE BY THE TERMS AND CONDITIONS OF THE ST. JAMES UNITED CHURCH RENTAL AGREEMENT.

SIGNATURE: _____ DATE: _____ / _____ / _____
DAY MONTH YEAR