



St. James United Church

Living fully, intentionally and compassionately...

221 Romaine Street • Peterborough, Ontario • K9J 2C3 • 705-742-2222 • info@stjamesunitedchurch.ca



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: _____ EMAIL: _____

RENTAL INFORMATION:

PURPOSE OF RENTAL: _____ NO. EXPECTED: _____ ADMISSION FEE: Y: \$ _____ N

ROOMS REQUESTED

| | <i>Non-profit</i> | <i>For Profit</i> |
|--------------------|--------------------------------|--------------------------------|
| WESLEY HALL | | |
| Hourly Rate | \$47 <input type="checkbox"/> | \$67 <input type="checkbox"/> |
| | # of Hours: _____ | |
| 3 Hour Block | \$140 <input type="checkbox"/> | \$195 <input type="checkbox"/> |
| 6 Hour Block | \$270 <input type="checkbox"/> | \$380 <input type="checkbox"/> |

| | <i>Non-profit</i> | <i>For Profit</i> |
|------------------------|--------------------------------|--------------------------------|
| FRIENDSHIP ROOM | | |
| Hourly Rate | \$30 <input type="checkbox"/> | \$35 <input type="checkbox"/> |
| | # of Hours: _____ | |
| 3 Hour Block | \$85 <input type="checkbox"/> | \$100 <input type="checkbox"/> |
| 6 Hour Block | \$170 <input type="checkbox"/> | \$200 <input type="checkbox"/> |

| | <i>Non-profit</i> | <i>For Profit</i> |
|-------------------------------|-------------------------------|-------------------------------|
| WESLEY HALL STAGE ONLY | | |
| Hourly Rate | \$30 <input type="checkbox"/> | \$35 <input type="checkbox"/> |

| | <i>Non-profit</i> | <i>For Profit</i> |
|-------------------------------------|-------------------------------|-------------------------------|
| LARGE AUDITORIUM (GYMNASIUM) | | |
| Hourly Rate | \$40 <input type="checkbox"/> | \$45 <input type="checkbox"/> |

| | | |
|-------------------------|-------------------------------|-------------------------------|
| SMALL AUDITORIUM | | |
| Hourly Rate | \$35 <input type="checkbox"/> | \$40 <input type="checkbox"/> |

| | | |
|---|-----------------|--|
| OTHER | | |
| # of Hours: _____ | | |
| <input type="checkbox"/> First Time Renter Discount | Total: \$ _____ | |

ADDITIONAL SERVICES/FEES

| | |
|--|--------------------------------|
| Wifi Password Requested | \$0 <input type="checkbox"/> |
| Set-Up Fee (Setup & Take-Down By Church Staff) | \$50 <input type="checkbox"/> |
| Open Church During Off Hours | \$25 <input type="checkbox"/> |
| Portable Sound System | \$50 <input type="checkbox"/> |
| Projector | \$25 <input type="checkbox"/> |
| Key Deposit for Recurring Rentals | \$30 <input type="checkbox"/> |
| Damage Deposit for One-Time Rentals | \$150 <input type="checkbox"/> |

| | |
|-----------------------------------|----------------------------------|
| Wesley Hall | |
| Sound/Lighting/Streaming Services | \$50/HR <input type="checkbox"/> |
| # of Hours: _____ | Total: _____ |
| Wesley Hall PowerPoint Operator | \$25/HR <input type="checkbox"/> |
| # of Hours: _____ | Total: _____ |
| Other Requirements: | |
| _____ | |
| _____ | |

Total Services \$ _____ Grand Total \$ _____

ONE TIME RENTAL

FULL RENTAL FEE DUE WITH CONTRACT TO HOLD DATE.

DATE: _____

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

TOTAL HOURS: _____

RECURRING RENTAL

ONE WEEK RENTAL FEE DUE WITH CONTRACT TO HOLD 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 FALL: 2023 TBA

FOR A PERIOD OF TWO WEEKS IN THE FALL THE GYM WILL NOT BE AVAILABLE FOR RENTAL GROUPS DUE TO THE ST. JAMES PLAYERS PRODUCTION.

ROOM RENTAL AGREEMENT: 2022-2023

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:

WE UNDERSTAND AND AGREE TO THE FOLLOWING:

PLEASE 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 SET-UP AND TAKE DOWN), PLEASE RETURN THEM TO THEIR PROPER LOCATION. YOU WILL BE SHOWN WHERE TO FIND THE GARBAGE, RECYCLING, AND BROOMS. ANY EXCESSIVE CLEANING COSTS, IF THE FACILITIES ARE NOT LEFT IN THE SAME CONDITION AS FOUND, WILL BE CHARGED TO YOUR GROUP.

ENTRANCE TO THE BUILDING IS THROUGH THE VESTIBULE OFF OF THE PARKING LOT. BETWEEN 9:00 AM AND 5:00 PM THE OUTSIDE DOOR IS UNLOCKED AND THE INSIDE DOOR IS LOCKED. THIS IS TO ALLOW CLIENTS OF THE NEW CANADIANS CENTRE AND PEOPLE VISITING ST. JAMES UNITED CHURCH TO ENTER THE VESTIBULE AND BUZZ TO BE LET INTO THE BUILDING BY NCC AND ST. JAMES STAFF MEMBERS. AFTER 5:00 PM AND ON WEEKENDS, BOTH DOORS WILL REMAIN LOCKED. THIS IS FOR THE SAFETY OF STAFF, VOLUNTEERS, VISITORS AND RENTERS. DO NOT UNLOCK OR PROP OPEN DOORS THAT ARE TO REMAIN LOCKED.

DO NOT ALLOW STRANGERS INTO THE BUILDING. THERE ARE A COUPLE OF REASONS WHY ALLOWING STRANGERS INTO THE BUILDING CAN CAUSE CONCERN FOR SAFETY (HENCE THE REASON THE DOORS NEED TO REMAIN LOCKED):

- THIS COULD LEAD TO THEFT, VANDALISM OR UNWANTED PERSONS ROAMING THE BUILDING UNATTENDED. ST. JAMES IS A LARGE BUILDING WITH MANY PLACES TO HIDE.
- THERE ARE CHILDREN IN THE BUILDING AT TIMES AND WE WANT TO ENSURE THEIR SAFETY.

ONLY ALLOW MEMBERS OF YOUR GROUP INTO THE BUILDING.

GROUPS MUST REMAIN AT THE DOOR UNTIL ALL OF THEIR PARTICIPANTS HAVE ARRIVED. ALTERNATIVELY, HAVE PARTICIPANTS CALL OR TEXT SOMEONE IN THE GROUP TO BE LET INTO THE BUILDING.

IT IS NOT THE JOB OF ST. JAMES STAFF, MEMBERS OF THE CONGREGATION OR OTHER RENTERS TO ADMIT PARTICIPANTS OF OTHER GROUPS INTO THE BUILDING.

GROUPS WILL BE CHARGED FOR ANY DAMAGE CAUSED TO THE FACILITIES DURING THEIR RENTAL TIME, AS WELL AS ANY MISSING OR DAMAGED ITEMS OR EQUIPMENT.

PLEASE KEEP PARTICIPANTS TO RENTAL AREAS. - DO NOT ROAM THE BUILDING. CHILDREN MUST BE SUPERVISED AT ALL TIMES. IF GROUPS ARE FOUND USING ANY ROOMS THAT THEY HAVE NOT BOOKED, THERE WILL BE ADDITIONAL ROOM RENTAL CHARGES.

DO NOT ARRIVE EARLIER THEN THE TIME MENTIONED ON THE AGREEMENT UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE. GROUPS WILL BE CHARGED FOR ANY SET-UP AND TAKE-DOWN TIME AND THIS TIME MUST BE BOOKED ON YOUR CONTRACT.

THE USE OF THE KITCHEN IS STRICTLY PROHIBITED UNLESS INCLUDED IN RENTAL AGREEMENT.

THERE WILL BE NO SMOKING OR ALCOHOL USE ON THE PROPERTY, INCLUDING IN THE PARKING LOT.

PLEASE ENSURE THAT ALL LIGHTS ARE TURNED OFF, THERMOSTATS ARE TURNED DOWN, WINDOWS ARE CLOSED AND ITEMS ARE RETURNED TO WHERE YOU FOUND THEM.

WE ARE LOCATED IN A RESIDENTIAL AREA, PLEASE BE MINDFUL OF THE NEIGHBOURS WHEN ENTERING AND EXITING THE PROPERTY.

THE CONTACT PERSON NAMED HEREIN IS AT LEAST 18 YEARS OLD AND IS 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.

IN THE EVENT OF A NECESSARY CHURCH FUNCTION (E.G. FUNERAL), GROUPS MAY BE BUMPED OUT OF THE ROOM. AS MUCH NOTICE AS POSSIBLE WILL BE GIVEN.

CANCELLATION POLICY: GROUPS 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 YOUR RENTAL FEE.

INSURANCE: ST. JAMES UNITED CHURCH'S INSURANCE COMPANY REQUIRES RENTAL GROUPS TO OBTAIN THEIR OWN 5 MILLION DOLLAR 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