



# Facility Rental Agreement

## North Valley Baptist Church

### Contact Information

32715 Cherry Avenue  
Mission, B.C. V2V 2T8  
Phone: 604-826-2015  
info@nvbc.ca

### Lead Pastor

Isaac Dagneau

### Church Board Chairman

Ken Buckton

### Board Members

Richard Giroux  
Barry Haller

### Affiliation:

The Fellowship of  
Evangelical Baptist  
Churches in Canada

### Rental Procedure:

- *Fill out* and return the rental form with two cheques made out to "North Valley Baptist Church". One cheque for the damage deposit and one for the rental fees.
- *Wait for approval* of rental. You will be contacted by the church office to be informed of approval. In the event your rental is not approved, all cheques will be returned along with the rental agreement.
- Upon approval of rental, *start advertising for/planning* your event!

### Requested by:

Name: \_\_\_\_\_ Today's Date: ( / / )  
mm/dd/yr

Organization (or name of user-group if applicable):  
\_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### Requested for:

Example:	Saturday day(s)	October 6, year date(s)	100 persons attendance
	_____	_____	_____
	_____	_____	_____

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(Include set-up time) (Include take-down. No later than 10:00 pm)

Type of Activity / Program (Please check):

Recital \_\_\_\_\_ Family Gathering \_\_\_\_\_ Seminar \_\_\_\_\_ Reception \_\_\_\_\_

Other: (please explain) \_\_\_\_\_

Entry Fees / Tickets: will an entry fee be charged or tickets sold to this event?  
(please explain).  
\_\_\_\_\_

On-Site Contact Name & Number: \_\_\_\_\_

This person will be on-site on the day of event to ensure the Agreement Conditions are adhered to.

North Valley Baptist  
Church

## North Valley Baptist Church Facility Rental Agreement Fee Schedule

Please note: **"Fee for use" includes basic use of the chapel area, foyer and washrooms.** Booking fees are due at time of booking, to be cashed two weeks prior to the event:

- |    |   |                         |
|----|---|-------------------------|
| 1) | Damage Deposit:   | \$250.00                |
|    | (the damage deposit is to be a separate cheque, dated for the day of the event) |                         |
| 2) | Fee for use:  |                         |
|    | a. Under 4 hours  | \$ 100.00      \$ _____ |
|    | b. 4 to 8hrs.   | \$200.00      \$ _____  |
| 3) | Additional Classrooms   | \$ 25.00      \$ _____  |
| 4) | Kitchen Use   | \$ 50.00      \$ _____  |

Food preparation, including use of stoves/ovens requires a person with Food Safe. If a food safe representative is required, one can be booked from the church at \$15/hour with a 4 hour minimum charge.

If Food Safe Representative Required      \$ 60.00      \$ \_\_\_\_\_

Over 4 hours      \_\_\_\_\_ hours x \$ 15.00      \$ \_\_\_\_\_

- |    |   |                        |
|----|---|------------------------|
| 5) | Sound System                            | \$ 60.00      \$ _____ |
|    | Over 4 hours      _____ hours x\$ 15.00 | \$ _____               |

Sound system may *only* be used by a sound board operator provided by North Valley Baptist Church. Cost: \$15/hour with a 4 hour minimum charge.

Total Fees:      \$ \_\_\_\_\_

### Office Use Only:

NVBC Representative (will open / close): \_\_\_\_\_

Please note any damage before closing: \_\_\_\_\_

Sound System Operator: \_\_\_\_\_

Note: start/end time: \_\_\_\_\_

Food Safe Person: \_\_\_\_\_

Note: start/end time: \_\_\_\_\_

Janitorial Services: \_\_\_\_\_

# Agreement of Conditions for Use of North Valley Baptist Church Facilities

Please note: The use of the facilities, if granted, is with the understanding that the user/group:

1. **Place on deposit** with the church the sum of \$250.00 as a damage deposit at the time of booking. The deposit will be refunded in full only if no damage or loss is incurred.
2. **Take full responsibility** for any damage to, or loss of, church property or the property of others in attendance.
3. **\$2 Million Liability Insurance Certificate** naming North Valley Baptist Church as the beneficiary for the date of the rental. Proof of Insurance must be provided 1 week in advance of booking. **North Valley Baptist Church must be held blameless** from all and any liability resulting from bodily injury or personal property damage while the user group is renting our facilities.
4. **Smoking is not allowed** anywhere in the building including washrooms and hallways.
5. **The use of alcohol and/or drugs is not permitted** in the building or anywhere on the property with the exception of over-the-counter drugs and prescription medications.
6. **Decorations** must not damage walls, floors ceilings or furnishings and must be removed after the event.
7. **The telephone** in the foyer is intended for local emergency use only. Any long distance calls recorded as occurring during the time of the event will be the responsibility of the user/group.
8. **Responsibility for the adequate supervision of the event must be assumed by the user/group.** Failure to do so may result in immediate cancellation of the agreement, the forfeiture of fees, and termination of the event.
9. **Food preparation in the kitchen requires the supervision of someone with a BC Ministry of Health, Food Safe Certification.** Proof of certification is required at the time of the booking. The church may be able to arrange for someone who qualifies to be on duty (please see fee schedule).
10. **Use of the sound equipment** requires an operator from the church (see fee schedule).
11. **Following the event** the user group is responsible to: return furnishings and equipment to their locations (if they were moved during the event), report all damage or loss incurred, pick up any litter in the building or on the grounds resulting from the event and take their garbage away with them.
12. **Advertising:** The event location will not be advertised prior to receiving final approval from North Valley Baptist Church.
13. **The church will not be left unattended at any time.** Should the event end early, someone will wait at the church until the church representative returns to lock up, check for damage/return deposit, and set the alarm.

*By signing below I agree:*

- I have read the above Conditions for Use of Church Facilities.
- As the user (and on behalf of the group) to accept the conditions as stated and will conform to them without exception.
- I have read through the Fee Schedule and am prepared to provide one cheque as a damage deposit of \$250.00 and a second cheque to cover the user fees. Both due upon rental.

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Printed Name AND Signature of user/group representative

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(date)

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Printed Name AND Signature of church representative

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(date)