

First Hamilton Christian Reformed Church
Building Rental Policy

Updated January 2016

Contents

First Hamilton Christian Reformed Church Building Rental Policy	1
General Terms.....	3
Weddings	4
Security	4

General Terms

- 1) The Committee of Administration is the official representative of the Church for all rental arrangements. All requests for the use of the Church facilities must be directed to the Committee of Administration via the Church Secretary at least two (2) weeks in advance of the function.
- 2) All persons or groups making use of the facilities of First Hamilton Christian Reformed Church (the "Church") shall be charged according to the fee schedule included with their application form. If the purpose of the rental is for Church-supported ministry work, application for rate reduction or waiver may be made to the Committee of Administration. Any such application to the Committee of Administration must be made in writing not less than 45 days before the event.
- 3) All Church related activities have priority over outside groups. The Church reserves the right to pre-empt any function for unforeseen Church activities that cannot be rescheduled. In such an event, the Church will make every effort to accommodate the renter's activity to the best of its ability.
- 4) Smoking in the Church is prohibited.
- 5) The consumption of alcoholic beverages is restricted to weddings, anniversaries, concerts and like events, where a maximum of two (2) servings of alcohol may be served to any one attendee. It is the responsibility of the applicant to determine if a Special Occasion Permit is required, and to acquire one if necessary, per the requirements of the AGCO. http://agco.on.ca/en/services/permit_special_GPB.aspx
- 6) Event organizers may, as part of their application to rent First CRC facilities, request permission to sell alcoholic beverages to event attendees. The sale of alcoholic beverages at events is subject to the following restrictions:
 - a) The event organizer must obtain and demonstrate possession of a license that entitles the event organizer to sell alcoholic beverages (i.e., a "liquor license").
 - b) A maximum of two (2) servings of alcohol may be served to any one attendee.
 - c) Alcoholic beverages may not be served after 11 PM of the day of the event.
- 7) Liability:
 - a) Persons or groups using the Church's facilities assume full responsibility for the proper supervision of any activities conducted on the premises and are solely responsible for any claims for personal injury and for damages to the facilities or equipment arising as a result of improper supervision or for any other reason.
 - b) The applicant agrees to indemnify the Church against all manner of claims and actions arising from the use of the facility. The Church is not responsible for the loss or theft of personal effects or equipment of the applicants or for the personal injury of any person attending on the invitation of the applicant.

- c) To ensure that the Church will be indemnified and held harmless for any claim made against it as described in a) and b) of this paragraph, the Church, in its sole discretion, may require the applicant, and when such is the case the applicant hereby agrees, to provide the Church with a certificate of insurance for the event or function to be held by the applicant at the Church on the date of the rental.
- 8) The applicant is expected to leave the facility in its original condition. The building will be inspected post rental and any defects or damages resulting from the rental usage will be addressed by the Committee of Administration with costs for same recoverable from the applicant. Defects include additional cleaning costs attributable to the rental.
- 9) All payments for the use of the facilities must be made at the time of the application. All cancellations of events must be received by the Church secretary at least two (2) weeks prior to the event in order to obtain a refund.
- 10) The Church reserves the right to refuse the use of the facilities and is under no obligation to give reasons for such refusal.
- 11) The use of facilities during a rental will be restricted to those areas as agreed upon in the rental agreement.
- 12) The Church reserves the right, through its representatives, to close any function for failure to observe proper conduct or failure to comply with any of these policies.
- 13) Facilities will not be rented on Sundays, except by special permission of Church Council. An exception to this rule is family/community coffee socials and meals following special events during the worship service (i.e. baptism, profession of faith, etc.). In this case there will also be no rental fee charged, provided the applicants return the facilities to their original condition.
- 14) Rental use of the facilities to associations or organizations in no way implies endorsement by the Church of either the association or organization or of the events conducted in the rented facilities. Announcements or promotional materials must not create the impression of sponsorship or endorsement of the event or function held in the Church's facilities.

Weddings

1) Church facilities are rented only in accordance with the confessions, doctrines, and objects of First Hamilton Christian Reformed Church. Rentals are at the discretion of the Council of First Hamilton Christian Reformed Church. The church limits the use of the facilities to church-approved programs and purposes that are consistent with its beliefs.

2) All applications to use the Church facilities for wedding ceremony or reception require the approval of the Consistory of First Hamilton CRC. All applications must be made no less than 60 days before the event.

Sound & Security

All external groups must retain the services of a church staff person to unlock and lock outside doors and to ensure that lights are turned off and that the terms of this agreement are respected. The representative of First Hamilton CRC will remain on the premises for the duration of the rental. These services will be billed at a rate of \$20/hr for a security person, and \$25/hr for a sound technician if the sound system is needed. An external group is any group that does not have a reporting relationship with the Council of First Hamilton Christian Reformed Church. This requirement may be waived at the discretion of the Committee of Administration if application is made to the Committee of Administration not less than 45 days before event.