

EXETER UNITED CHURCH



*Open Arms,
Open Hearts,
Open Spirit*

42 James Street, Exeter ON N0M 1S6 519-235-0860
exeterunitedchurch@gmail.com www.exeterunitedchurch.com

IMPORTANT: To confirm your booking this completed/signed form and deposit must be received prior to the booking date.

CONTACT INFORMATION

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ E-Mail _____

RENTAL INFORMATION

Purpose of rental: _____

Number of people expected: _____

ROOM REQUESTED

- | | |
|---|--|
| <input type="checkbox"/> Primary Room < 5 Hours \$50 | <input type="checkbox"/> Parlour < Hours \$50 |
| <input type="checkbox"/> Primary Room > 5 Hours \$100 | <input type="checkbox"/> Parlour > 5 Hours \$100 |
| <input type="checkbox"/> Kitchen \$50 | <input type="checkbox"/> Basement Room \$25 |
| <input type="checkbox"/> Sanctuary < 5 Hours \$75 | <input type="checkbox"/> Sanctuary > 5 Hours \$125 |

Additional services

- WIFI requested (password required)
- AV equipment details: _____
- _____
- _____

ONE TIME RENTAL (*full rental fee due with agreement*)

Date: _____

Start time: _____ End time: _____

(Includes set up and clean up time)

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ONGOING RENTAL

(one week rental fee 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, thank you!)

Approved April 25, 2018

FACILITY RENTAL AGREEMENT: 2018-2019

TERMS AND CONDITIONS

As Exeter United Church is a non-profit community organization we try to keep our rental rates reasonable. To keep our costs down we rely on our renters and groups to follow our terms and conditions. Please initial each item below.

Facilities and equipment will be left tidy and clear, 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 rental 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 the rental.

Alcohol, lottery or gambling are not permitted.

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 labelled 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. Grocery store, home baking, farmers market etc.

Smoking in any part of the building is prohibited by law. Smoking will be limited to the designated area in the parking lot and the receptacle provided will be used for all butts.

Exeter United Church, it's employees and it's 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 renter or persons attending the event.

I have carefully read the rental terms and conditions and I agree/agree on behalf of my group that I/we will abide by the terms and conditions of the Exeter United Church Rental Agreement.

Signature: _____ Date: ____/____/____

Approved April 25, 2018

Church Facility Checklist

-to be filled out before and after rentals

KITCHEN

Stoves clean _____

Floors swept _____

Counters wiped _____

Garbages and recycling emptied _____

No leftovers in fridge _____

PARLOUR/PRIMARY ROOM

Chairs/tables put away _____

Floors swept/tidy _____

SANCTUARY

No garbage in pews _____

Stage floor left clean _____

Shown where to find the garbage, recycling and brooms _____

Shown location of lights and bathrooms _____

Shown how to unlock and lock the doors (where applicable) _____

Emergency contact information: _____

NOTES: _____

