



# Fellowship Baptist Church (Cobourg) Facility Use Application

Adopted November 2018

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 Email: [info@cobourgfellowship.com](mailto:info@cobourgfellowship.com) Website: [www.cobourgfellowship.com](http://www.cobourgfellowship.com)

**Instructions:**

1. Prior to filling out and signing the following document, please read and ensure you understand and agree to our *Rental Policy and Christian Mission Disclaimer* and all the *terms and conditions* outlined within this document.
2. All applications must be submitted to the church office absolutely **no later than two weeks prior** to the time of desired rental date, and then must await official approval.
3. The applicant must provide a Liability Insurance Certificate, prior to use of the facility, with a minimum \$2 million liability coverage and Fellowship Baptist Church (Cobourg) must be added as an “additional insured”.

**Please complete the following information:**

CONTACT INFORMATION		
Name of Organization or Individual(s):		
Event Name:		
Contact Name:	Phone #	Cell #
Email:		

EVENT DESCRIPTION	
<b>All participants of rentals taking place on a Saturday need to be out of the building by 7:00pm.</b>	
Current Date:	Date(s) required:
Purpose & description of rental activity	
Anticipated # of guests:	Event start time: <span style="float: right;">Event end time:</span>
Set-up date & time:	End time:

FACILITIES REQUIRED					
<input type="checkbox"/>	Auditorium	<input type="checkbox"/>	Large gym	<input type="checkbox"/>	Small gym
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Tinney Chapel	<input type="checkbox"/>	Downstairs Fellowship room
<input type="checkbox"/>	Youth room	<input type="checkbox"/>	Upstairs classroom	<input type="checkbox"/>	Downstairs classroom
<input type="checkbox"/>	Downstairs kitchen	<input type="checkbox"/>	Other room(s):		

EQUIPMENT REQUIRED					
<input type="checkbox"/>	Sound System	<input type="checkbox"/>	Video Projector	<input type="checkbox"/>	Piano
<input type="checkbox"/>	Organ	<input type="checkbox"/>	Onsite Custodian	<input type="checkbox"/>	Industrial dishwasher
<input type="checkbox"/>	Table Linens:	<input type="checkbox"/>	Other items:		

All groups that use the building outside of regular office hours and do not have a knowledgeable and regular church member willing to take responsibility for the security, opening, clean-up and lock-up of the facility are required to have an onsite custodian present during rental hours and will be subject to pay a custodial fee of \$20/hour.



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**Please mark down facility items required, and to the best of your knowledge the approximate total fee:**

EVENT/SUGGESTED PARTICIPATION FEE SCHEDULE				
	Rooms/Facilities	Notes	Fee	Totals
<input type="checkbox"/>	Facility/Custodial costs		\$20/hour	
<input type="checkbox"/>	Auditorium		\$150	
<input type="checkbox"/>	Centre Aisle		\$250	
<input type="checkbox"/>	Large Gym/Small Gym		\$75	
<input type="checkbox"/>	Upstairs Kitchen		\$75	
<input type="checkbox"/>	Kitchen & Large Gym		\$125	
<input type="checkbox"/>	Table Linens	Washed and returned in 3 days	\$25	
<input type="checkbox"/>	Downstairs Kitchen & Meeting Room		\$75	
<input type="checkbox"/>	Other Room(s)		\$40/room	
<input type="checkbox"/>	Additional Facility Help	If your event should require an approved sound technician, pianist, organist, dishwasher operator, and/or sound equipment in large gym, an hourly fee may be required for each person.	\$20/hour	
<input type="checkbox"/>	Pastor		\$300-\$500	
<input type="checkbox"/>	Receptions		\$200-\$300	
Total (not including separate church damage deposit)				

\*Fellowship Baptist Church (Cobourg) has the right to adjust fees for not-for-profit charitable organizations that the church already supports/endorse and/or who carry out like-minded Christian ministry.

\*\*No decorations or items are to be removed from any areas of the building without prior permission.

FUNERAL FEE SCHEDULE
<p>Fellowship Baptist Church (Cobourg) does not charge for the use of facilities for any funeral and memorial services, however appropriate honorariums should be considered for those facilitating in a funeral service. Please see the above schedule for suggested participation fees.</p>



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### TERMS & CONDITIONS

Please read and ensure you understand all articles listed below

#### General Regulations of Fellowship Baptist Church (Cobourg)

1. The first use of facilities of Fellowship Baptist Church (Cobourg) shall be for the ministries, programs and activities of Fellowship Baptist Church (Cobourg). The church can deny or cancel any facility rental application if it conflicts with the ministry and programming of Fellowship Baptist Church (Cobourg). \*If, due to unforeseen circumstances (i.e. a funeral), and the facilities are required by the church, a minimum of 48 hours' notice of the cancellation of this agreement will be given.
2. If the applicant wishes to cancel the Facility Use Agreement, a minimum of 48 hours' notice is required. Facility Use fees will be returned to the applicant if already submitted.
3. No use of the building will be allowed without a valid Liability Insurance Certificate. (Instructions #3)
4. No organization, religion or event that is deemed in conflict with Fellowship Baptist Church's (Cobourg) Values, Statement of Faith and Christian commitment will be allowed to be carried out on/in church property.
5. No event or organization that could potentially be seen either as negative or harmful within our community will be allowed rental access to the facilities.
6. The organization or person in charge shall be responsible for the conduct and supervision of all persons admitted to the Church building and grounds, and shall see that all regulations contained in this document are strictly observed.
7. No commercial activities or the selling of products/services is permitted.
8. No sport activities are allowed in the auditorium.
9. No hard sole shoes during sport activities are allowed in the gyms.
10. Kitchen equipment may only be used by persons trained in its safe operation.
11. Financial responsibility for damage to, or the misuse of church property, must be borne completely by the person/organization in charge. Additional charges due to damages will be invoiced.
12. Use of alcohol and marijuana (in any of its forms), use of illegal substances, and gambling activities (including bingo, lottery, 50/50, etc.) are not allowed on church property. No smoking is allowed inside the church building.
13. No parking is allowed on lawns or entry access areas, including the driveway around the building which must be kept open as a fire route.
14. Musical Instruments (organ, piano, drums, etc.), A/V equipment, and industrial equipment shall neither be moved or used, except by approved persons.
15. Only the designated areas agreed upon as per the facility use application may be used.
16. Fellowship Baptist Church (Cobourg) will not be held responsible for any damages to or loss of property of the rental user or attendees.
17. This Facility Use Agreement may be withdrawn at any time by the church, if the above regulations are not adhered to totally. \*This may include cancellation of the agreement while the program is in progress.



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### Statement of Responsibility:

It is understood and agreed that Fellowship Baptist Church (Cobourg) shall not be responsible for any personal injury or bodily harm, or loss or injury to property, suffered or sustained by you or a participant or your organization or event while the facilities are being used and by signing this agreement you personally or the organization in which you represent release and forever discharge Fellowship Baptist Church (Cobourg) from any and all claims, liabilities, obligations, causes of action or demands that you or a participant of your organization or event may at any time and all times hereafter have as a result of the use of our facilities.

Financial responsibility for damages to church property must be borne in full by signature(s) on the permit. This includes both facility and equipment property.

*I/we the undersigned agree to the above terms, conditions and fees. I/we also agree to leave the premises as found, clean and in good order after use and I/we agree to report any known damage and will cover repair costs.*

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Please print name(s): \_\_\_\_\_

Amount Received by: \_\_\_\_\_ Cash: \_\_\_\_\_ Cheque: \_\_\_\_\_

*\*Confirmation of this agreement will be made upon receipt of all applications (no later than 2 weeks prior to the event) and applicable fees (no later than 48 hours prior to the event).*

Signature of Authorized Building & Property Personnel:

\_\_\_\_\_

Date:

\_\_\_\_\_