



Fellowship Baptist Church Facility Use Application

Adopted September 27, 2016

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 Email: info@cobourgfellowship.com Website: www.cobourgfellowship.com

Instructions:

1. Prior to filling out and signing the following document, please read and ensure you understand and agree to abide by our *Rental Policy and Christian Mission Disclaimer* and all the *terms and conditions* outlined within this document.
2. It is mandatory that all applications be submitted to the church office **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.

Please complete the following information:

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

EVENT DESCRIPTION				
Current Date:		Date(s) required:		
Purpose & description of rental activity				
Anticipated # of guests:		Event start time:	Event end time:	
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 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:

GENERAL EVENT FEE SCHEDULE				
	Rooms/Facilities	Notes	Fee	Totals
<input type="checkbox"/>	Facility/Custodial costs	Minimum 3 hours	\$20/hour	
<input type="checkbox"/>	Auditorium		\$150	
<input type="checkbox"/>	Large Gym		\$75	
<input type="checkbox"/>	Upstairs Kitchen		\$50	
<input type="checkbox"/>	Kitchen & Large Gym		\$100	
<input type="checkbox"/>	Downstairs Kitchen & Meeting Room		\$50	
<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 an hourly fee may be required for each area (minimum 3 hours)	\$20/hour	
Total (not including separate church damage deposit)				

*Fellowship Baptist has the right to waive additional participation fees in its sole discretion.

**Fellowship Baptist has the right in its sole discretion to waive fees for not-for-profit charitable organizations that the church already supports/endorsees or who carry out like-minded Christian ministry.

***Rental fee discounts may be available for long-term and ongoing rentals in the sole discretion of Fellowship Baptist.

WEDDING FEE SCHEDULE				
	Rooms/Facilities	Notes	Fee	Totals
<input type="checkbox"/>	Facility/Custodial costs	Minimum 6 hours	\$20/hour	
<input type="checkbox"/>	Auditorium		\$150	
<input type="checkbox"/>	Large Gym		\$75	
<input type="checkbox"/>	Upstairs Kitchen		\$50	
<input type="checkbox"/>	Kitchen & Large Gym		\$100	
<input type="checkbox"/>	Other Room(s)		\$40/room	
<input type="checkbox"/>	Additional Help	If your event should require an approved sound technician, pianist, organist, dishwasher operator an hourly fee may be required for each area (minimum 4 hours)	\$20/hour	
TOTAL				

FUNERAL FEE SCHEDULE

Fellowship 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.

PARTICIPATION FEES	
Pastor	\$200
Organist & Pianist	\$100
Custodian	\$120
AV Technician	\$80 (or \$20/hour)
Dishwasher Operator	\$80 (or \$20/hour)
*Honourariums should be made payable directly to the individuals on the date of the event.	
**The Church or the Individual can chose to waive any honourarium if they so desire.	

TERMS & CONDITIONS

Please read and ensure you understand all articles listed below

General Regulations of Fellowship Baptist Church

1. The first right of use of facilities of Fellowship Baptist shall be for the ministries, programs and activities of Fellowship Baptist Church. The church can deny or cancel any facility rental application if it conflicts with the ministry and programming of Fellowship Baptist. *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. In the event of cancellation by the applicant where the required notice is given, already submitted Facility Use fees will be returned to the applicant.
3. No use of the building will be allowed without a valid Liability Insurance Certificate, with a minimum **2 million liability coverage**. ***Fellowship Baptist Church (Cobourg) must be added as an "additional insured."**
4. No organization, religion, belief system or event that is deemed in conflict with Fellowship Baptist's values, Statement of Faith and Christian commitment will be allowed use, or carry out activities on 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. The group making use of the facilities is responsible for the setup of tables, chairs, etc., under the supervision of church personal, and will either return these items to their original location or help set them up as required by the next ministry occasion.
8. No commercial activities or the selling of products/services is permitted.
9. No sport activities are allowed in the auditorium.
10. No hard sole shoes during sport activities are allowed in the gyms.
11. Kitchen equipment may only be used by persons trained in its safe operations.
12. Financial responsibility for damage to, or the misuse of church property, must be borne completely by the person/organization in charge.
13. Consumption of alcohol, 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; designated areas are available outside at the south-end of the property.
14. No parking is allowed on lawns or entry access areas, including the drive around the building which must be kept open as a fire route.
15. Musical Instruments (organ, piano, drums, etc.), A/V equipment, and industrial equipment shall neither be moved nor used, except by approved persons.
16. The following areas are strictly observed as off-limits: the church offices; furnace, maintenance, and electrical rooms; storage areas; and any other area not pre-arranged for use.
17. Fellowship Baptist will not be held responsible for any damages to or loss of property of the rental user or attendees whether such attendees are invited by the rental user or not.
18. 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 (Cobourg) shall not be held responsible for any personal injury, bodily harm, loss, or injury to property, suffered or sustained by the applicant, applicant organization, or an attendee, guest, or such other participant at the event for which the facilities are being rented and used. By signing this agreement you personally, or the organization which you represent, release and forever discharge Fellowship Baptist from any and all claims, liabilities, obligations, causes of action or demands that you or an attendee, guest, or such other participant at the event for which the facilities are being rented and used, may at any time and all times hereafter have as a result of and arising from the use of our facilities. Furthermore, you personally or the organization which you represent, herein agree to indemnify and save harmless Fellowship Baptist Church, its Board, members, staff, volunteers and agents from any and all claims, liabilities, obligations, causes of action or demands that might be made as a result of and arising from the use of the Fellowship Baptist Church facilities.

Financial responsibility for damages to church property must be borne in full by signature(s) on the permit. This includes the church facility, chattels, 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 damage and will cover repair costs.

Signature(s): _____ Date: _____

Please print name(s): _____

If the renter is incorporated: I/we have the authority to bind the corporation.

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).*