

Conditions of Use Agreement for Church Facilities

User Group: _____ **Contact:** _____

Email: _____ **Phone:** _____

Address: _____ **Phone:** _____

City: _____ **Prov:** _____ **Postal Code:** _____

Alternate contact: _____

Days requested: _____ **From:** _____ a.m./p.m. **To:** _____ a.m./p.m.

No. of persons expected: _____ (Cannot exceed 170)

Area(s) Requested:

- A Upper Hall () and Kitchen () and dishes () and stove and oven ()
- B Lower Hall ()
- C Upper Foyer Lounge ()
- D Sanctuary () and piano ()

Please describe the activity that will occur:

Will you be serving alcoholic beverages? YES () NO ()

If YES, will you be obtaining a permit from the Sask. Liquor and Gaming Authority? YES () NO ()

Is prior access required for preparations? YES () NO ()

If YES, on what date and at what time? Date _____ Time _____

Will there be an admission fee charged? YES () NO ()

On behalf of the organization listed above (User), I hereby make application for the use of the facilities identified above for the purposes, dates and times specified and hereby agree to comply with the "Conditions of Use" listed in Appendix A and pay a user fee and deposits as agreed upon. Should the said organization be granted use of the facilities requested, it is further agreed and understood that the User and participants shall save harmless and indemnify St. Mary the Virgin Anglican Church against all claims, liabilities, demands, damages or rights or causes of action whatever made or asserted by anyone arising out of or incidental to this application or to use and occupancy of the permitted facility and premises.

Date: _____ **Applicant Signature:** _____

Emergency contact: _____ **Phone:** _____

Review details of Appendix A (attached), Sign, and Return with Application

ST. Mary the Virgin Anglican Church (the Church)

3337 15th Avenue, Regina S4T 1T3 - 306-522-6052 - stmarysanglican@sasktel.net -
www.stmarysregina.ca

Conditions of Use Agreement for Church Facilities APPENDIX A

AREA	CAPACITY	FEE
Upper Hall	170	\$45/hour \$ 110 (half day) \$ 250 (full day)
Kitchen (Upper Hall)		\$40 (flat rate for minor use ie. Coffee, Tea) \$75 (flat rate for use of dishes, dishwasher, appliances)
Lower Hall	30	\$45/hour \$ 110(half day) \$ 250 (full day)
* A Convenience Fee of \$75 will be added for: - groups over 100 OR - groups using the space for 8 hours or more		

1. The User will review the Rental Guidelines, complete a Rental Form, and submit to the Rental Coordinator who will confirm availability and rental fee.
2. A key will be loaned, if necessary.
3. Smoking is not permitted in the building or on the property.
4. Consumption of alcoholic beverages shall only occur within the area provided to the User and shall not be consumed outside of the premises. **The User is responsible to ensure appropriate security is in place, should alcoholic beverages be served.**
5. All damages shall be the sole responsibility of the applicant, who shall assume all costs associated with the incident as may be determined by St. Mary the Virgin Anglican Church. Any such damages shall be reported on the first business day following use. **NO parking is allowed on the church side/east side of Montague Street or in the back alley. You will get a ticket from the city of Regina. Please be respectful to the neighborhood.**
6. The church shall only supply chairs and other equipment which are normally available on the premises, and which can be moved into the area designated.
7. The User is responsible for set up and take down and all clean up required to return the area of the premises to its prior condition. **Please take your garbage as our capacity is limited.**
8. Where there has been arrangement to use the kitchen facilities, only those dishes and utensils available within the kitchen shall be available for use. The User is responsible to supply all linens including table cloths, dishcloths, tea towels and napkins.
9. If the kitchen is part of this agreement, the kitchen must be cleaned and returned to the same condition as prior to use.
10. An invoice will be provided to the User with rental fee amount payable.

On behalf of the organization listed (User) on the Conditions of Use Agreement for Church Facilities document, I agree to the conditions and fees as noted above.

Signature of User Group: _____ Date _____

On behalf of St. Mary the Virgin Anglican Church

Signature on behalf of church: _____ Date _____