

CONDITIONS FOR USE

1. This agreement permits use of the requested facilities for the times specified on the application. Any additional requests must be approved by the Church Administrator.
2. The applicant is responsible for the supervision and conduct of all persons admitted under this contract. Inappropriate behaviour, physical damage, or behaviour contrary to the beliefs and practices of the church occurring on church property will result in the review and possible cancellation of this contract.
3. Key(s) will be issued at the time of filling out of the *Application and Agreement of Facility Use* form, payment has been made and User Insurance has been received.
KEYS ARE NOT TO BE DUPLICATED, and are to be returned to the Office at the completion of the event(s).

PLEASE NOTE: Foul language, use of alcohol or controlled substances on church property (which includes the parking lot) is strictly forbidden. Smoking is not permitted inside the church at any time.

4. The church will be responsible for the normal janitorial care of the facilities. The applicant is responsible for the following:
 - confetti, rice, etc. is not to be used on the premises
 - set up tables and chairs as required
 - garbage, excessive debris, spills etc. to be cleaned up and disposed of in the appropriate green/blue/clear bins in the kitchen or gym
 - janitorial supplies will be found in the kitchen under the triple sink for simple clean-ups. mops are to be found in the mop closet by the auditorium washrooms, a large broom is available in the table and chair closet in the gym.
 - wipe down and put away chairs, tables, etc. as they were found, please follow the instructions posted in the table and chair closet
 - tidy the rooms used
5. For security reasons, the building will be **locked AT ALL TIMES**. Access will be by key and the applicant will monitor the doors for non-participant admissions. The applicant will ensure that the following closing procedure is followed when exiting the building:
 - all room lights are off
 - room thermostats are turned down or off
 - all windows and appropriate doors are closed and/or locked
 - washroom taps and lights are off
 - hall lights are turned off
 - all fire doors are closed
 - kitchen equipment is off and secure
 - front and side doors are shut firmly, closed and locked

6. If the contract includes kitchen use, all consumables must be provided by the applicant. This includes using your own dishcloths and towels. Please use the following guidelines while in the kitchen:

- turn on fans if needed - to the right of the first aid box is the over-the-griddle fan, there are fans over the windows, please open the shutters first before turning on
- please do not unplug the double coffee maker
- ensure stoves, ovens and griddle are off and clean
- unplug electrical equipment (kettles, toasters, crockpots, etc.)
- clean all dishes, utensils as per health code instructions posted over the sink; if using the dishwasher, instructions are posted for its use. please follow them.
- ensure taps are off and sinks are drained and clean
- clean counter tops
- make sure fridge and freezer doors are closed-label any food left in the fridge or else it will be thrown away
- turn off fans and lights

7. Any damage to the building or its contents must be promptly repaired at the expense of the applicant.

8. The church will not be responsible for personal injury or damage or for loss or theft of personal or group goods of anyone attending an event sponsored or run by the applicant. The user, by signing the agreement form, agrees to indemnify and hold harmless the church from any action or claim brought against it as a result of the use of the church facilities by the user. The **church insurance DOES NOT cover outside groups**. The applicant MUST carry their own liability insurance in the amount of at least \$2 million, and must provide a copy of that insurance when filling out the application.

FAILURE TO COMPLY WITH THE ABOVE CONDITIONS FOR USE OF THE FACILITIES WILL RESULT IN A REVIEW OF THE CONTRACT AND POSSIBLE CANCELLATION OF ACCESS FOR ANY FUTURE PROGRAMMING.