

**ROOM RENTAL REQUEST APPLICATION FORM 2017
CAMBRIDGE STREET UNITED CHURCH**

NAME OF ORGANIZATION/PERSON: _____

TYPE OF ORGANIZATION: Church Sponsored (Group A) Commercial (Group D)
 Church Supported (Group B) Event (Group E)
 Not for Profit (Group C)

CONTACT PERSON: _____

PHONE NUMBER: _____ EMAIL: _____

DATE(S) REQUIRED: _____

TIME: start/finish (including set-up): _____ ACTUAL START/END OF EVENT: _____

EXPECTED NUMBER IN ATTENDANCE: _____

REASON ROOM IS REQUIRED: _____

ROOM/FACILITIES REQUIRED:

- | | | | |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Parlour | <input type="checkbox"/> Lower Hall | <input type="checkbox"/> Cambridge Hall (gym) |
| <input type="checkbox"/> Upper Room | <input type="checkbox"/> Choir Room | <input type="checkbox"/> Sunday School classroom | |
| <input type="checkbox"/> *Big Kitchen | <input type="checkbox"/> *Small Kitchen | | |

*please specify reason for kitchen use _____

EQUIPMENT REQUIRED: _____ 8' long tables _____ card tables _____ chairs

CUSTODIAN REQUIRED FOR SET UP/TAKE DOWN: No Yes - a fee of \$25 per hour will apply

SANCTUARY ONLY: Is sound system required? No Yes

Use of piano or organ required? No Yes

WILL ADMISSION BE CHARGED: No Yes

WILL ALCOHOL BE SERVED: No Yes

ANY ADDITIONAL INFORMATION THAT YOU WISH TO PROVIDE:

RENTAL APPLICATIONS

- All room rental requests shall be made through the church Office Administrator.
- A room rental application must be prepared on each occasion. Where the event is repeated on several dates, only one application is required on an annual basis. Renewal applications for groups are to be submitted annually in September to the church Office Administrator.
- Rental requests deemed to be "special" outside the identified rental categories will be referred to the Official Board and approval is subject to a maximum of 30 days.
- The applicant shall receive email notification from the Office Administration of the final status of their application.
- Cambridge Street United Church cannot be held responsible for any loss of personal property and/or injury due to accident or illness and participants will be informed that they are using the facility at their own risk.
- Depending on the type of activity, external groups may be required to submit proof of comprehensive general liability insurance. Details surrounding the required insurance policy will be provided by the Official Board/Property Committee.

USE OF FACILITIES GUIDELINES

- Church property and facilities must not be altered in any way and groups are not to obstruct aisles, hallways or exits.
- Room capacity limits of the room or rooms must be adhered to.
- Activities must be confined to the facilities allotted to the organization/event.
- Nothing shall be sold, distributed or exhibited without permission.
- No display advertising will be permitted on church property without permission.
- Groups are responsible for set-up/clean-up unless otherwise indicated on application form.
- All rented rooms and adjacent facilities used by the rental group (i.e. hallways, washrooms, etc.) must be left in the same condition of repair and cleanliness as they were found upon arrival.
- All food, equipment, decorations, party supplies, etc. belonging to groups using the gym/kitchen must be removed by the close of the rental period. A \$100.00 refundable deposit may be required (at the discretion of the Board of Cambridge Street United Church) upon booking and will be refunded upon cleanup compliance. Special effects devices are not permitted.
- Smoking is not permitted in the building. Persons wishing to smoke must do so outside at a distance no closer than the sidewalk.
- Specific rooms may be requested for rent, but the Church has the right to determine which room will be provided.
- Any church function may override an already approved permit. Every effort will be made to give two weeks prior notice to the contact person where possible.
- The decision of the Official Board shall be final in all matters pertaining to rental fees and the use of church premises. NOTE: Church use takes precedence and bookings may be cancelled or relocated as necessary. There shall be no claim or right to damage or reimbursement on account of any loss, damage or expenses incurred by the applicant.

SERVING ALOCHOL/LIQUOR PERMITS

- Alcoholic beverages (beer and wine only) are allowed in the Cambridge Hall (gymnasium).
- It is the responsibility of the rental group to obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and to follow the specifications required. A copy of the permit must be submitted to the Office Administrator one week prior to the scheduled event.
- If you are serving alcohol, you will be required to have it served by someone with Smart Serve training and certification. A copy of the server's Smart Serve certificate must be submitted to the Office Administrator one week prior to the scheduled event.
- The event hosts are responsible for ensuring that the serving and consumption of alcohol is conducted with responsibility. The consumption of alcoholic beverages is restricted exclusively to the Cambridge Hall (gymnasium). 'Last call' must be 30 minutes before the end of the event.

USE OF MUSIC

The right to perform, play or reproduce music used at any event (unless for religious purposes) is the sole responsibility of the renter and may be subject to SOCAN fees (Society of Composers, Authors and Music Publishers of Canada - www.socan.ca).

PARKING

- Rental of space does not include the use of the church parking lot. This lot is restricted to church staff (spaces are named) and three handicapped reserved (note: these are strictly courtesy spaces and do not comply with provincial/federal regulations).
- There are a limited number of Visitor's Parking spaces which can be used on a first-come basis.
- Parking is permitted on the west side of Cambridge Street and the south side of Bond Street.
- Note to Scouting/Guiding/Youth Groups: from Nov. 1 to April 30 (between 11 p.m. and 6 a.m.) when the City of Kawartha Lakes restricts over-night parking on streets, the church parking lot may be used for an over-night event at the church during those restricted times.

If this application is approved, the conditions on this application will be observed: I, the above named Applicant/Organization have read this Agreement and hereby agree to all of the terms and conditions set and agree to assume all responsibilities for damages, loss, or other liabilities arising from the use of the Church facilities.

SIGNATURE _____

PRINT NAME _____ **TODAY'S DATE:** _____

Once an application has been approved, all users will read and sign an acknowledgement that they have read the Fire Safety Plan and know where the fire exists are located.