

ROOM RENTAL REQUEST APPLICATION FORM 2020
CAMBRIDGE STREET UNITED CHURCH - effective Sept. 8, 2020

NAME OF ORGANIZATION: _____

TYPE OF ORGANIZATION: Registered Charity/Not-for-Profit Commercial

*ORGANIZATION REPRESENTATIVE (#1): _____

As per Covid-19 Addendum to the Rental Use Agreement - see attached

PHONE NUMBER: _____ EMAIL: _____

*ORGANIZATION REPRESENTATIVE (#2): _____

As per Covid-19 Addendum to the Rental Use Agreement - see attached

PHONE NUMBER: _____ EMAIL: _____

RENTAL 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 (capacity based on 2-metre physical distancing):

Sanctuary (capacity 180)

Lower Hall (capacity 25)

Cambridge Hall gymnasium (capacity 50)

Upper Room (capacity 10)

~~Choir Room (capacity 15)~~ **Currently not open to use**

Parlour (capacity 10)

~~Sunday School classrooms~~ **Currently not open to use**

~~*Big Kitchen~~

~~*Small Kitchen~~

Kitchens are currently closed

**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 renters/user groups must follow the Covid-19 Addendum guidelines to the Rental Use Agreement (attached) and appoint representatives to be responsible for cleaning/sanitizing the area used.
- 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 Church Council 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. We are requiring proof from any groups doing physical activities and/or activities involving children, as well as groups booking the sanctuary and/or serving alcohol. Here is a possible way to obtain insurance for your event at Cambridge Street United Church: <https://www.frontrowinsurance.com/regeneration-works-event-insurance>

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/take-down of tables and chairs.
- 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 Church Council 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 ALCOHOL / 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.~~ **Currently no over-night events are allowed at the church.**

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:** _____

Dated: 21-Apr-6