



## GLENCAIRN CHURCH RENTAL AGREEMENT

### **Mission:**

Inviting people to join us in following Jesus.

### **Vision:**

Embracing neighbours into a life-changing faith family.

### **Values:**

1. **Worship** - Knowing and loving Jesus is our top priority.
2. **Fellowship** - Jesus tells us that a second and equally important commandment is to love your neighbour as yourself (Matt 22:38). This means sacrificially entering into people's worlds and showing love.
3. **Discipleship** - Believing Jesus died for our sins is only the beginning of our journey. Calling ourselves Christians is meaningless unless we become Christ followers in every area of our lives. The focus of our teaching is on those things we relate to and can apply in our everyday life.
4. **Ministry** - When we receive Christ in our lives, we also receive the gift of the Holy Spirit. We are empowered and gifted to serve Him by serving others.
5. **Evangelism** - People matter. The whole reason Christ came to earth was to die our death, and provide a way for us to have a relationship with a Holy God. As we grasp this reality, we are compelled to respectfully share this good news with those we come in contact.

### **Order of Priority for Facility Use:**

1. **Church ministry related events and activities** that are under the full authority, control and supervision of staff or volunteers of Glencairn Church.
2. **All activities of the Mennonite Brethren (MB) denomination** and its related organizations and other charitable groups that Glencairn currently supports. These activities will be free of charge.
3. **Activities run by church adherents**, such as family gatherings and birthday parties. These activities cannot contravene the Confession of Faith of the Mennonite Brethren Church. There will be a charge for these activities.
4. **Government activities**, such as blood donor clinics and polling stations, will be considered if they do not conflict with a church event. There will be a charge for these activities.
5. **Other organizations** will be considered if the activity does not contravene the [Statement of Faith of the MB Churches](#). All these activities are subject to fair market rental price.



## GLENCAIRN CHURCH RENTAL AGREEMENT

### General Rental Policies:

1. All activities of all users of the facility of Glencairn Church shall not conflict with the purposes and [beliefs of Glencairn Church](#) and the Confession of Faith of the MB church.
2. The use of the church for a funeral for members and adherents, subject to availability, is free of charge.
3. The use of the church facility for a wedding will be permitted where the wedding adheres to the definition of marriage as being between a man and a woman. All officiating ministers or marriage commissioners must be approved by the Senior Pastor to be theologically in agreement with the Confession of Faith of the church. There will be a charge for these activities.
4. All rentals must have a facility supervisor present for the duration of the event. If the event is being held by a church member/adherent, they may act as supervisor. Charitable organizations (qualified donees) that have established a trusted relationship, could also serve as their own supervisor pending mutual approval by the Facilities Chair and in cooperation with a pastor and/or elder. All others will be required to pay the facility supervisor fee as outlined on the rental form.
5. Glencairn Church is an alcohol, drug, tobacco, and e-cigarette free facility.
6. The use of confetti, bubbles and glitter are prohibited during weddings and large events.
7. The use of candles is prohibited during rentals.
8. Sports activities must be disclosed before any rental agreement is signed.
9. The kitchen facilities may only be used providing the renter has gone over the proper procedures with a supervisor for use of the dishwasher, coffeemaker, and supplies.
10. No equipment or property may be removed from the church without the Office Administrator's approval.
11. Each renter is responsible for the behaviour of their own guests and participants. Any damage done to the church or church property by guests and participants will be the responsibility of the renter. A bill will be issued for any damages caused by the renter or their guests.
12. All renters will arrange for their own food and beverages.
13. All rental users will be required to arrange for and provide proof of their own insurance to use this facility. ***This is not open to negotiation as our Robertson Hall insurance does not provide coverage for rental groups or their participants. See page 4 for details on how to obtain insurance.***



## **GLENCAIRN CHURCH RENTAL AGREEMENT**

### **Facility and Equipment Use:**

1. All damage or broken items must be reported to the facility supervisor who must then inform the Church Office Administrator.
2. The standard of cleanliness is to be returned to the condition the renter found it in, or better.
3. All garbage must be cleaned up and put into the appropriate bins.
4. No food and beverages may be served in areas not arranged for ahead of time.
5. All tables and chairs must set up and put away by the renters, with assistance from the facility supervisor.
6. Church owned sports equipment may only be used if arranged and approved and then returned to their appropriate storage places.
7. Moving any accessories or furniture must be approved by the facility supervisor.
8. All renters must agree to follow health and safety protocols as set by Glencairn Church, which are based on government and public health guidelines.

### **Disclaimers:**

1. Rental by any group does not mean that Glencairn Church endorses the beliefs and practices of the rental group.
2. If information provided in the rental agreement is found to be inaccurate, the event may be cancelled without notice or while in progress with no refund.
3. The insurance policy of Glencairn Church does not cover liability for rental groups, their guests, or participants.
4. Glencairn Church maintains the right to cancel a rental if the event can no longer be held safely within government and public health guidelines, and a refund will be issued if payment has been made.



## GLENCAIRN CHURCH RENTAL AGREEMENT

**Agreement Form**

**Date of Application:** \_\_\_/\_\_\_/\_\_\_  
(Month / Day / Year)

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Description of Occasion:** \_\_\_\_\_

**Rental Date Requested:** \_\_\_/\_\_\_/\_\_\_ **Estimated # of people:** \_\_\_\_\_  
(Month / Day / Year)

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ *including set-up and clean-up*

**Fee Structure**

| Item  | 1-4 hours | ✓ | 4-8 hours | ✓ |
|---|-----------|---|-----------|---|
| Gym   | \$75      |   | \$120     |   |
| Kitchen   | \$75      |   | \$120     |   |
| Multipurpose Room – Alpha                         | \$50      |   | \$75      |   |
| Multipurpose Room – Omega                         | \$50      |   | \$75      |   |
| Multipurpose Room - Country Hills (Gym Extension) | \$50      |   | \$75      |   |
| Multipurpose Room - Williamsburg (Gym Extension)  | \$50      |   | \$75      |   |
| Multipurpose Room - Downstairs Mini Gym           | \$50      |   | \$75      |   |
| Downstairs Classroom                              | \$40      |   | \$60      |   |
| Board / Prayer Room                               | \$40      |   | \$60      |   |
| Nursery   | \$40      |   | \$60      |   |
| Preschool room                                    | \$40      |   | \$60      |   |
| Facility Supervisor ( <i>as required</i> )        | \$25/h    |   | \$25/h    |   |
| Custodial Fee                                     | \$50      |   | \$50      |   |
| <b>Total Cost</b>                                 |           |   |           |   |

**Equipment Required:** \_\_\_\_\_

*We accept payment by cash, cheque, or by e-transfer. Please make cheques payable to 'Glencairn Church' or send e-transfers to [payments@glencairn.ca](mailto:payments@glencairn.ca), and indicate in the payment notes that it is for a rental*



## GLENCAIRN CHURCH RENTAL AGREEMENT

You are welcome to go through any insurance company to obtain renter's insurance, as long as you provide us with a copy of the Certification of Insurance.

Please note that the Certificate of Insurance should have at least \$2,000,000 in liability with Glencairn Church named as Certificate Holder (showing the name and address) and as Additional Insured.

Most insurance companies have comparable rates. Coverage may be available through special event insurance providers such as [PAL Insurance](#) or your personal insurance broker for event liability insurance.

### User Agreement

I agree to:

1. Provide the Certification of Insurance required at least five business days before the day of the event. Failure to provide insurance will result in cancellation of use of facility without any further notice.
2. Pay the rental fees one week prior to the event.
3. Be responsible for all setting up and cleaning up.
4. Take responsibility for actions of all guests and participants using the facility.
5. Inform Glencairn Church if this rental can no longer take place safely within government and public health guidelines.

**I have read and agree to abide by the facilities use guidelines.**

**Applicant Signature:** \_\_\_\_\_

For Office Use

**Method of Payment:**  Cash  Cheque  E-Transfer **Date of Payment:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date Insurance Presented:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name of Event Supervisor:** \_\_\_\_\_

**Office Administrator Signature:** \_\_\_\_\_