



## 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 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** and groups will be considered if the activity does not contravene the [Confession of Faith of the MB Churches](#). All these activities are subject to fair market rental price.

I have read and agree to abide by the guidelines and policies as set above:

Initials: \_\_\_\_\_

Date: \_\_\_\_\_



## 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 Churches.
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. The Lead Pastor must approve all officiating ministers or marriage commissioners to be theologically in agreement with the Confession of Faith. There will be a charge for these activities.
4. All rentals must have at least one 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 upon receiving training. 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. Each renter is responsible for the behaviour of their guests and participants. Children must not be left unattended and should always be under the supervision of a responsible adult.
6. Any damage or loss to the church or church property by guests and participants will be under the responsibility of the renter. An invoice will be issued for any damages caused by the renter or their guests and the amount will be deducted from the security deposit, as applicable.
7. Glencairn Church is an alcohol, drug, cannabis, tobacco, and e-cigarette-free facility. Smoking and vaping shall only be permitted no less than 10 metres from the entrance door of the building and resulting garbage must be properly disposed of.
8. The use of candles, confetti, bubbles, and glitter requires prior approval from the church office.
9. Sports activities must be disclosed before any rental agreement is signed.
10. All renters must agree to follow health and safety protocols as set by Glencairn Church.
11. 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 insurance does not provide coverage for rental groups or their participants. See page 4 for details on how to obtain insurance.***

I have read and agree to abide by the guidelines and policies as set above:

Initials: \_\_\_\_\_

Date: \_\_\_\_\_



## GLENCAIRN CHURCH RENTAL AGREEMENT

### Facility and Equipment Use:

1. All damages or broken items must be reported to the facility supervisor or church office.
2. The standard of cleanliness is to be returned to the condition the renter found it in, or better. Failure to leave the facility and equipment in an acceptable state may result in additional cleaning and/or damage fees.
3. All tables, chairs, and other requested equipment or supplies are provided on an as-is basis and must be set up and put away by the rental group, ensuring that they are wiped down or cleaned before returning.
4. Spot-clean any spills, stains, or soiled areas that occur during the rental period. For any stains or messes that cannot be easily cleaned, renters must report them to facility management as soon as possible to ensure proper handling.
5. All garbage, recycling, and compost must be put into designated bins. Any rental group exceeding two bags of garbage can either be taken by the rental group or pay a \$5 per bag disposal fee to be paid to the facility supervisor by the end of the rental time.
6. All renters will arrange for their own food and beverages. Food and beverages may only be served in areas arranged for ahead of time.
7. The kitchen facilities may only be used provided the renter has gone over the proper procedures with a supervisor for the use of equipment and supplies, which are provided as-is.
8. Anything affixed to the church property (such as a wall, ceiling, or floor) must be approved by the church office.
9. Fire exits may only be used in an emergency and a clear and barrier-free path to the doors shall be maintained.
10. Equipment or property may not be used, moved, or removed from the church without the church office administrator's approval.
11. The time booked for the rental includes any setup and clean-up time. Access to the facility for event setup is not permitted before the event start time unless otherwise arranged, and the facility must be vacated by the end time.

I have read and agree to abide by the guidelines and policies as set above:

Initials: \_\_\_\_\_

Date: \_\_\_\_\_



## GLENCAIRN CHURCH RENTAL AGREEMENT

### Insurance:

The Certificate of Insurance must include coverage for at least \$2,000,000 each for Commercial General Liability and Tenants Legal Liability, with Glencairn Church named as Certificate Holder (showing the name and address) and as Additional Insured. Participants Legal Liability coverage is also required if you will be having sports or recreational activities.

The insurance policy of Glencairn Church does not cover liability for rental groups, including property belonging to the renter, their guests, or participants. Coverage may be available through special event insurance providers such as [PAL Insurance](#) or your insurance broker for event liability insurance.

### Payment & Security Deposit:

We accept rental payments by cash, credit or debit card, cheque, or by e-transfer. Cheques or e-transfers can be made to Glencairn Church ([payments@glencairn.ca](mailto:payments@glencairn.ca)), with a note indicating that it is for a rental and the date(s) of your event. For your convenience, fees can be paid online or over the phone with a credit card. A 2.5% payment processing fee will be charged in addition to the Total Cost if using a credit card.

A credit card or debit card will be required to authorize a hold as a security deposit upon request. The amount held will depend on the number of people, duration of the rental period, and the use of space. The security deposit shall be processed and applied to any expenses incurred by the renter as a result of damage, unauthorized use or loss during the rental, and towards any penalties, extra staffing, or additional fees related to garbage disposal, restoration, repair, or additional cleaning. Should the damage and or penalties be more than the amount of the damage deposit, the renter will be invoiced for the additional fees. Any remaining amount on the hold will be released within seven business days.

### Disclaimers:

1. A rental by any group does not mean that Glencairn Church endorses the beliefs and practices of the rental group.
2. Glencairn Church maintains the right to cancel a booking. Unless the terms of this agreement have been breached, a refund will be issued if payment has been made.
3. If the information provided in the rental agreement is found to be inaccurate, the event may be cancelled with no refund.
4. Disrespectful or abusive behaviour will not be tolerated. Glencairn Church reserves the right to cancel the event without a refund if such conduct occurs.

I have read and agree to abide by the guidelines and policies as set above:

Initials: \_\_\_\_\_

Date: \_\_\_\_\_



## GLENCAIRN CHURCH RENTAL AGREEMENT

### User Agreement:

I agree to:

1. Update the church office of any changes to your booking, including the number of people (including organizers, guests, and children) and the use of space.
2. Provide both the required Certification of Insurance and pay the rental fees at least one week before the day of the event. Failure to provide insurance or payment will result in cancellation of use of the facility.
3. Provide a credit card or debit card for incidentals (security deposit) before the start of the event, as requested by the church office.
4. Be responsible for all setting up and cleaning up.
5. Take responsibility for the actions of all my guests and participants.
6. Inform the church office if the booking needs to be cancelled at the earliest possible.

### Additional Arrangements / Comments

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

I have read and agree to abide by the guidelines and policies as set above:

Initials: \_\_\_\_\_

Date: \_\_\_\_\_



## GLENCAIRN CHURCH RENTAL AGREEMENT

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

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

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

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

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

Rental Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated # of people: up to 75  
(Month / Day / Year)

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

### Fee Structure

Item	< 4 hours	✓	4-8 hours	✓
Gym	\$100		\$150	
Kitchen	\$90		\$140	
Multipurpose Room – Alpha	\$55		\$80	
Multipurpose Room – Omega	\$60		\$85	
Multipurpose Room - Country Hills (Gym Extension)	\$55		\$80	
Multipurpose Room - Williamsburg (Gym Extension)	\$55		\$85	
Multipurpose Room - Downstairs Mini Gym	\$55		\$80	
Downstairs Classroom	\$40		\$60	
Board / Prayer Room	\$40		\$60	
Nursery	\$45		\$65	
Preschool room	\$45		\$65	
Facility Supervisor	\$25-100		\$125-200	
Custodial Fee	\$50		\$50	
<b>Total Cost*</b>				

Equipment Requested: \_\_\_\_\_

\*Note: The Total Cost excludes costs related to insurance, credit card payment fees, changes, or a hold for the security deposit (\$100-200)

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Glencairn Church  
Rental Agreement,  
Revised March 2025

I have read and agree to abide by the guidelines and policies as set above:

Initials: \_\_\_\_\_

Date: \_\_\_\_\_



## GLENCAIRN CHURCH RENTAL AGREEMENT

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

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

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

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

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

Rental Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated # of people: 75-149  
(Month / Day / Year)

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

### Fee Structure

Item	1-4 hours	✓	5-8 hours	✓
Gym	\$100		\$150	
Kitchen	\$90		\$140	
Multipurpose Room – Alpha & Omega	\$115		\$165	
Multipurpose Room - Country Hills (Gym Extension)	\$55		\$80	
Multipurpose Room - Williamsburg (Gym Extension)	\$60		\$85	
Multipurpose Room – Downstairs Lounge	\$55		\$80	
Downstairs Classroom	\$40		\$60	
Board / Prayer Room	\$40		\$60	
Nursery	\$45		\$65	
Preschool room	\$45		\$65	
Facility Supervisor	\$25-100		\$125-200	
Custodial Fee	\$75		\$75	
Administration Fee	\$30		\$30	
<b>Total Cost*</b>				

Equipment Requested: \_\_\_\_\_

\*Note: The Total Cost excludes costs related to insurance, credit card payment fees, changes, or a hold for the security deposit (\$150-\$200)

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Glencairn Church  
Rental Agreement,  
Revised March 2025

I have read and agree to abide by the guidelines and policies as set above:

Initials: \_\_\_\_\_

Date: \_\_\_\_\_



## GLENCAIRN CHURCH RENTAL AGREEMENT

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

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

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

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

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

Rental Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated # of people: 150-300  
(Month / Day / Year)

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

### Fee Structure

Item	1-4 hours	✓	5-8 hours	✓
Gym	\$105		\$155	
Kitchen	\$95		\$145	
Multipurpose Room – Alpha & Omega	\$120		\$170	
Multipurpose Room - Country Hills (Gym Extension)	\$60		\$85	
Multipurpose Room - Williamsburg (Gym Extension)	\$65		\$90	
Multipurpose Room - Downstairs Mini Gym	\$55		\$80	
Downstairs Classroom	\$40		\$60	
Board / Prayer Room	\$40		\$60	
Nursery	\$45		\$65	
Preschool Room	\$45		\$65	
Facility Supervisors	\$80-170		\$200-290	
Custodial Fee	\$75		\$75	
Administration Fee	\$30		\$30	
<b>Total Cost*</b>				

Equipment Requested: \_\_\_\_\_

\*Note: The Total Cost excludes costs related to insurance, credit card payment fees, changes, or a hold for the security deposit (\$200-\$400)

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Glencairn Church  
Rental Agreement,  
Revised March 2025

I have read and agree to abide by the guidelines and policies as set above:

Initials: \_\_\_\_\_

Date: \_\_\_\_\_





## GLENCAIRN CHURCH RENTAL AGREEMENT

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

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

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

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

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

Rental Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated # of people: 300+  
(Month / Day / Year)

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

### Fee Structure

Item	1-4 hours	✓	5-8 hours	✓
Gym	\$110		\$160	
Kitchen	\$100		\$150	
Multipurpose Room – Alpha & Omega	\$120		\$170	
Multipurpose Room - Country Hills (Gym Extension)	\$60		\$85	
Multipurpose Room - Williamsburg (Gym Extension)	\$65		\$90	
Multipurpose Room - Downstairs Mini Gym	\$55		\$80	
Downstairs Classroom	\$40		\$60	
Board / Prayer Room	\$40		\$60	
Nursery	\$45		\$65	
Preschool room	\$45		\$65	
Facility Supervisors	\$130-220		\$250-340	
Custodial Fee	\$100		\$100	
Administration Fee	\$30		\$30	
<b>Total Cost</b>				

Equipment Requested: \_\_\_\_\_

\*Note: The Total Cost excludes costs related to insurance, credit card payment fees, changes, or a hold for the security deposit (\$500)

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Glencairn Church  
Rental Agreement,  
Revised March 2025

I have read and agree to abide by the guidelines and policies as set above:

Initials: \_\_\_\_\_

Date: \_\_\_\_\_