



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:** The Gospel of Jesus Christ is Good News for everyone. Knowing and loving Jesus is our priority.
2. **Fellowship:** Loving our neighbours as ourselves is key (Matthew 22:38). We enter into community with others and give of ourselves in self-sacrificial love.
3. **Discipleship:** Following in the ways of Jesus means that each of us is moving from unbelief to belief in the Gospel in all areas of our lives.
4. **Ministry:** In surrendering our lives to Jesus, we receive the empowerment of the Holy Spirit, who gives us gifts to serve others.
5. **Evangelism:** People matter to God. That is why He sent Jesus to live, die and be resurrected, providing a way for us to be made whole in our relationship with God. Knowing this incredible gift of forgiveness and reconciliation compels us to share this with others.

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.
3. **Activities run by church adherents**, such as family gatherings and birthday parties. These activities cannot contravene the [Confession of Faith of the MB Churches](#) and will be subject to a charge. The use of the church for a funeral for members and adherents, subject to availability, is free of charge.
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 activities do not contravene or conflict with the purposes and [beliefs of Glencairn Church](#) and the [Confession of Faith of the MB Churches](#), and are subject to a fair market rental price.



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General Rental Policies:

1. The use of the church facility for a wedding ceremony 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 our [Confession of Faith](#). There will be a charge for these activities.
2. 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 a 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.
3. 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.
4. Alcohol, narcotics or recreational drugs, cannabis, tobacco, and e-cigarettes are not permitted in the facility. Smoking and vaping shall only be permitted no less than 10 metres from the entrance door of the building, and the resulting waste must be properly disposed of.
5. The use of candles, confetti, bubbles, and glitter requires prior approval from the church office.
6. Sports activities must be disclosed before any rental agreement is signed.
7. All renters must agree to follow health and safety protocols as set by Glencairn Church.
8. All rental users will be required to arrange 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.***



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Facility and Equipment Use:

1. 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.
2. Tables, chairs, and other requested equipment or supplies are provided to be used on-site 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.
3. 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.
4. Any damage or loss to the church or church property by guests and participants will be under the responsibility of the renter. Please report any damage or breakage to the church office or facility supervisor. 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.
5. 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.
6. All renters will arrange for their own food and beverages. Food and beverages may only be served in areas arranged 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, the lift door, and access to the stairway 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. A fee may be charged if a member of the rental group enters the facility before the start of the booking or remains past the booked time.



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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 (rentalpayments@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 3% payment processing fee will be charged in addition to the Total Cost if using a credit card or paying online.

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. If the information provided in the rental agreement is found to be inaccurate or insurance, payment, or security deposit is incomplete, the event may be cancelled with no refund.
3. 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.
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.



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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
3. Provide a credit card or debit card for incidentals (security deposit) 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 and ensure my group does not arrive before the start time of the booking and leaves before the end time.

Additional Arrangements / Comments

Applicant Name: _____ Signature: _____



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Name: _____

Address: _____

Phone: _____ Email: _____

Organization: _____

Description of Occasion: _____

Rental Date Requested: _____ / _____ / _____
(Month / Day / Year) Estimated # of people: _____ <75

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	\$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	\$40-120		\$145-225	
Table Usage	\$5 per table			
Custodial Fee	\$50			
Total Cost*				

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: _____ / _____ / _____
(Month / Day / Year) Estimated # of people: 75-149

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	\$40-120		\$145-225	
Table Usage	\$5 per table			
Custodial Fee	\$75			
Administration Fee	\$30			
Total Cost*				

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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Name: _____

Address: _____

Phone: _____ Email: _____

Organization: _____

Description of Occasion: _____

Rental Date Requested: _____ / _____ / _____
(Month / Day / Year) Estimated # of people: 150-299

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	\$110-205		\$235-390	
Table Usage	\$5 per table			
Custodial Fee	\$75			
Administration Fee	\$30			
Total Cost*				

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 January 2026

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: _____ / _____ / _____
(Month / Day / Year) Estimated # of people: 300+ _____

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	\$160-260		\$290-390	
Table Usage	\$5 per table			
Custodial Fee	\$100			
Administration Fee	\$30			
Total Cost				

Equipment Requested: _____

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