

Wolfville Baptist Church
 487 Main Street, Wolfville NS B4P 1E3
 (902) 542-5524
 wolfvillebc@gmail.com

Wolfville Baptist Church Facility Usage Request and Agreement

Welcome to Wolfville Baptist Church Rental Guidelines. We are proud of our mission here in the heart of Wolfville and pleased to offer access to our amenities to others. All booked events are at the discretion of our administration and cannot conflict with our Christian values and mission statement. We are happy to answer any questions and/or provide clarification.

Our Mission

- To praise God in public worship.
- To proclaim publicly the good news of God's redeeming love
- To provide instruction in the Christian Faith, and to encourage the lifelong study of the Scriptures
- To sustain the fellowship of Christian love for the spiritual growth of believers and as a witness to unbelievers
- To advance God's kingdom through personal witness, evangelism, and missionary outreach
- To serve Christ by meeting human needs in the church, in the community, and around the world.

Wolfville Baptist Church has a "Child Abuse Prevention Policy." If children are involved in the use and activities of the person(s), group or organization using the church facility, compliance with the said policy is required. Please review the Wolfville Baptist Church Child Abuse Prevention Policy if this applies to your group. The policy is available through the Church Office or on our Website:
<http://www.wolfvillebaptist.ca/>

The person or group renting space in the church agrees that the property, facilities, and equipment are being taken "as is" and accepts full risk and liability in the event of any damage, personal injury or death that may occur while renting the property, facilities, and equipment. **Wolfville Baptist Church's (WBC) liability insurance does not extend to injuries, death, or damages due to activities directly attributable to any outside group using our facilities.** All groups are strongly urged to secure their own liability insurance coverage. Wolfville B, WBC only accepts responsibility for WBC-sponsored activities and events.

Waiver of Liability – Excepting an event of misconduct or negligence by Wolfville Baptist Church or its agents, the Applicant covenants that it will not hold Wolfville Baptist Church, its boards or its employees responsible for any medical or personal injury, or any other loss or damage and hereby waives any claim against Wolfville Baptist Church. The Applicant acknowledges that it is its responsibility to take the necessary steps for insuring against personal injury, loss, property damage, or any other loss or damage that might be incurred by it or the people at the facility during the event.

Signature of applicant: _____

Guidelines for Renting

1. Renters must ensure that all attendees respect the following while on the property:
 - a. Respect for the premises and others
 - b. Use of recreational drugs and alcohol are prohibited anywhere on the Church property. No smoking within the building or within 4 meters of any entrance, window or ventilation opening.
 - c. No confetti, rice or petals to be used inside or outside of the building. Also, no tacks or tape permitted on pews or walls.
 - d. Users are requested to refrain from using scented products.
 - e. No food or drinks in the sanctuary.
2. Reservations will be considered tentative until fees have been received by the Church Office. Reserving event space will be considered tentative until a deposit of 50% of the fee has been paid and the signed Agreement received. The balance of the rental fee is to be paid a minimum of 24 hours prior to the event. If event is cancelled by renter 7 days or less before the event date, 25% of the rental fee will be forfeited.
3. Rental occupancy must not exceed the room capacity as indicated on the Fee Schedule on Page 4.
4. If the church is to be used for a wedding, arrangements must be discussed with the Pastor. **See Wedding Brochure and Guideline** available from the Pastor or Church Office.
5. For use of the church organ, arrangements are to be made through the Church Office and cleared with the Director of Music. **NOTE:** Unless prior permission has been given, pulpit, piano and other furniture must not be moved
6. Unless prior permission has been given, candles may not be used without prior permission. Only dripless candles are to be used.
7. Church equipment is not to leave the property.
8. **Sound System:** Unless prior permission has been given, the sound system in the sanctuary must be operated by a Wolfville Baptist trained technician. This service is available at an additional rate. (\$50.00 and up depending on requirements). Use of the sound system by any other technician **must** receive prior approval by the church.
9. If use of the data projector is required, instruction on use must be arranged prior to the event. Please contact church to make arrangements.
10. Unless prior arrangements have been agreed to, the church building facilities must be vacated by 10:00 p.m.
11. The church is not responsible for lost or stolen items.
12. The church is not responsible for any damage to vehicles using the church parking lot.
13. Report any damage or maintenance problems to the Church Office. Renters will be responsible for full replacement or repair of any property or equipment damaged or removed during the rental period.

Application Form

Organization: _____

Contact Person: _____

Phone: _____

Email Address: _____

Date(s) Required: _____

Start Time: _____ End Time: _____

Total Number of Expected Participants: _____

Does organization have Liability Insurance? _____ (Please attach Insurance certificate.)

Briefly describe event and setup/equipment required:

Key Issued: If a key to the church is issued and signed for, responsibility for locking the doors after regular hours and turning off the lights after the activity, is assumed by the key-holder. A \$15 cash/\$17.50 e-transfer is required and will be reimbursed upon return of key. (In the case of an e-transfer, only \$15.00 will be reimbursed). In keeping with the Church’s focus on safety and security, it is requested that organizations/ boards, etc. using the facilities after regular hours, lock the doors after commencement of activities when at all possible.

Schedule of Fees

- Canada Revenue Agency (CRA) requires the rental fees charged to members and non-members be the same, to maintain our charitable status.
- Fees include janitorial services, unless stated elsewhere or clean-up requires excessive time.
- Other fee considerations may apply. Please check with Church Office.
- If your event extends beyond the agreed time, there will be additional charge per hour (see table below)

ROOM/EQUIPMENT	Room Capacity	FULL DAY 9am - 4pm	HALF-DAY 9-12 or 1-4	EVENING 7 - 10 pm	Additional hour
SANCTUARY	300 to 450	\$400	\$200	\$200	\$50
PARLOUR	20 Sit	\$65	\$35	\$35	\$15
VESTRY	100 Stand 50 Sit	\$110	\$55	\$55	\$20
<i>KITCHENETTE</i>		\$40	\$25	\$25	\$10
LOWER HALL	100/150 Sit 175 Stand	\$225	\$115	\$115	\$40
KITCHEN		\$150	\$75	\$75	\$25
NURSERY	5/10	\$65	\$35	\$35	\$15
CLASSROOM 22 23 24	10 10 10	\$70 Per classroom	\$35 Per classroom	\$35	\$15
All rental rooms		\$1000	\$500	\$500	
Sound System (Sanctuary)		\$25	\$25	\$25	
Portable Sound System		\$25	\$25	\$25	
Data Projector		\$25	\$25	\$25	

Kitchen and Kitchenette Guidelines:

1. When the services of the Social and Benevolent Society are required (to provide a meal or refreshments), the fee for service is set by the Social and Benevolent Society.
2. Groups using the kitchen facilities for more than light refreshments **must** include at least one person who has a current Nova Scotia food handler’s certificate. Youth or children using the kitchen facility must be always supervised by a responsible adult.
3. Users may use their own equipment if preferred. Coffee perks are available.
4. When church dishes, utensils and pots and pans are used, they **MUST** be washed using the dishwasher. At least one person in the group **MUST RECEIVE TRAINING** regarding its operation. Please contact the church office to make arrangements for training.
5. Kitchen *and Kitchenette* must be left clean, all dishes washed and put away.
6. All garbage and food products must be removed from the premises.

I have read the attached Terms and Conditions regarding the use of facilities at Wolfville Baptist Church and agree to abide by the terms, conditions, and requirements of this Policy. I understand this policy and agree to its terms. *If any information provided to the church is found to not be accurate or the terms of this agreement are breached in any way, the event may be cancelled at any time, even while in progress, with no refund provided.*

Facility User Representative's Name and Signature

Date

Authorized Person of Wolfville Baptist Church Name and Signature

Date

Space/Equipment

Cost

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Total Cost

Date

Amount

WBC Signature

Fee paid upon reservation

Balance paid

List of Renter’s Equipment Requirement (Please complete appropriate boxes)

Room/Equipment	<i>Yes</i>	<i>No</i>	<i>Notes (if needed)</i>
<i>SANCTUARY</i>			
<i>Organ</i>			
<i>Piano</i>			
<i>Sound System</i>			
<i>Data Projector</i>			
<i>VESTRY:</i>			
<i>Tables</i>			
<i>Chairs</i>			
<i>Podium</i>			
<i>Data Projector</i>			
<i>Sound System</i>			
<i>PARLOUR</i>			
<i>Chairs</i>			
<i>Table</i>			
<i>KITCHENETTE</i>			
<i>Dishwasher</i>			
<i>Dishes, cutlery, etc</i>			
<i>KITCHEN</i>			
<i>Dishwasher</i>			
<i>30 Cup coffee tea urns</i>			
<i>100 Cup coffee tea urns</i>			
<i>Cups and saucers</i>			
<i>Juice glasses</i>			
<i>Dishes</i>			
<i>Cutlery</i>			
<i>Pots and Pans</i>			
<i>Cooking Range</i>			
<i>LOWER HALL</i>			
<i>Tables</i>			
<i>Chairs</i>			
<i>Sound System</i>			
<i>Data Projector</i>			
<i>Podium</i>			
<i>CLASSROOM</i>			
<i>22, 23, 24 (circle)</i>			
<i>Tables</i>			
<i>Chairs</i>			