

**Wolfville Baptist Church**  
 487 Main Street Wolfville, Nova Scotia B4P 1E3  
 (902) 542-5524  
 Email: main.office@wolfvillebaptist.ca

Approved 2019-04-18

**Facility Usage Request and Agreement**

1. **Name of Organization:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_
2. **Purpose of your organization:** \_\_\_\_\_  
 \_\_\_\_\_
3. **Purpose of the event:** \_\_\_\_\_  
 \_\_\_\_\_
4. **What is the total number of expected participants?**
5. **One-time event?** \_\_\_\_\_ **Or recurring event?** \_\_\_\_\_
6. **Describe setup required:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Check (X) where applicable. Fees listed on page 2 <i>Additional fees may apply.</i>	COST
	<b>Sanctuary</b>	
	<input type="checkbox"/> <b>Organ</b> ( <i>Provide own organist</i> )	
	<input type="checkbox"/> <b>Piano</b> ( <i>Provide own pianist</i> )	
	<input type="checkbox"/> <b>Sound system</b> ( <i>Provide own operator</i> )	
	<input type="checkbox"/> <b>Data projector</b> ( <i>Provide own computer and operator</i> )	
	<b>Vestry</b> <b>Number of Tables:</b> _____ <b>Number of Chairs:</b> _____	
	<b>Parlour</b> <b>Number of Tables:</b> _____ <b>Number of Chairs:</b> _____	
	<b>Kitchenette:</b>	
	<b>Class Rooms (circle):</b> 4, 5, 6, Nursery, 22,23, 24	
	<b>Lower Hall:</b> <b>Number of Tables:</b> _____ <b>Number of Chairs:</b> _____	
	<b>TOTAL COST</b>	

**Other Equipment Requested: See list of kitchenware and/or equipment Page 6**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Will you be using either dishwasher?</b>	<u>Kitchen</u>		<i>User must be trained in use of these industrial dishwashers.</i>
	<u>Kitchenette</u>		

## Facility Usage Request and Agreement Page 2.

8. **Does organization have Liability Insurance?** \_\_\_\_\_ (Please attach Insurance certificate.)

9. I have read the attached Policy Regarding the use of facilities at Wolfville Baptist Church and agree to abide by the terms, conditions and requirements of this Policy. The church does not accept any responsibility for any activities held on the premises unless it is a church-sponsored event. All groups are strongly urged to secure their own liability insurance coverage. \_\_\_\_\_ (Initials)  
*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 while in progress with no refund provided.*

**Payment by cheque is required prior to the event.** I understand the facility usage costs will be:

	<b>TOTAL COST</b>	
Payment received by:	Date:	

<i>Initial</i>	<b>Key Issued:</b> If a key to the church is issued and signed for, responsibility for locking the doors after regular hours when at all possible after commencement of the activity and securing the premises turning off the lights after the activity, is assumed by the key-holder. <i>Lost keys are \$15 to replace.</i>
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**Facility User Representative's Agreement Signature**

**Date:**

**Authorized Wolfville Baptist Church Agreement Signature**

**Date:**

ROOM	Room Capacity	FULL DAY 9am to 4pm	HALF- DAY 9-12 or 1-4	EVENING 7pm to 10pm	= TOTAL
SANCTUARY SEATING ONLY	300 to 450	\$250	\$125	\$125	
PARLOUR	20 Sit	\$60	\$30	\$30	
VESTRY	100 Stand 50 Sit	\$75	\$50	\$50	
LOWER HALL	100/150 Sit 175 Stand	\$120	\$60	\$60	
CLASSROOM		\$60	\$30	\$30	
4	10				
5	16				
6	10				
22	10				
23	10				
24	10				
NURSERY	5/10	\$60	\$30	\$30	
KITCHEN		\$150	\$75	\$75	
KITCHENETTE		\$25	\$25	\$25	
				<b>TOTAL</b>	

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**At the Heart of the Community with the Community at Heart**

The Wolfville Baptist Church recognizes as its mission the following, which it believes to be in harmony with the purpose of Christ's Church as described in the New Testament:

- 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 as a guide to right living;
- 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.

**Policy Regarding the Use of Wolfville Baptist Church Facilities**

*As Trustees of Wolfville Baptist Church, it is our duty to oversee the use and the care of this facility. We are constrained by the objectives and policies of Wolfville Baptist Church, and governmental legislation involving such matters as charitable tax law.*

Our church building is available for use by various church and community organizations but the Trustees and Deacons reserve the right to withhold permission to use the facilities for activities deemed to be unsuitable, either with respect to the objectives of Wolfville Baptist Church, or unsuitable for the nature of our facilities.

The following policies and guidelines have been prepared to provide all concerned with an understanding of expectations concerning the usage of Wolfville Baptist Church facilities.

**Guidelines for renting the facilities:**

1. **Areas available:**
  - a. **Sanctuary**
  - b. **Parlour**
  - c. **Vestry**
  - d. **Kitchenette**
  - e. **Classrooms** 4, 5, 6, 22, 23, and 24
  - f. **Nursery**
  - g. **Lower Hall**
  - h. **Parking lot** is available for all to use when attending to church business or other activities in the church.
  - i. **Main Kitchen** Note: When the services of the Social and Benevolent Society are required, the fee for service is set by the Social and Benevolent Society. See 4. below for details in usage requirements.

**2. Schedule of Fees: (See schedule page 2)**

- a. Canada Revenue Agency (CRA) requires, the rental fee charged for members and non-members be the same, in order to maintain our charitable status.
- b. Fees include janitorial services.
- c. Other fee considerations may apply. Please check with Church Office.

**3. Bookings:**

- a. All bookings must be made in writing, in advance, through our Church Office.
- b. Reservations will be considered tentative until fees have been received by the Church Office. All fees must be paid in advance.
- c. The church reserves the right to cancel the booking or move the room used, should an unexpected church activity require the requested space (e.g. funeral). A refund will be issued if the church cancels the event.
- d. Rental occupancy must not exceed the room capacity as indicated on the Fee Schedule above item 2.
- e. 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.
- f. Renters are responsible to ensure that all attendees respect the following objectives of Wolfville Baptist Church while on the property:
  1. Respect for the premises and others is expected.
  2. Use of recreational drugs and alcohol are prohibited anywhere on the Church property. As per the Town of Wolfville by-laws, the Wolfville Baptist Church has adopted the policy of "No smoking in a building of public assembly, and no smoking within 4 meters of any public entrance, window or ventilation opening."
  3. No confetti, rice or petals to be used inside or outside of the building. Also, no tacks or tape permitted on pews.
  4. Users are requested to refrain from using strongly scented products.
  5. No food or drinks – other than water and communion elements – in the sanctuary.
- g. Permission is required for the following: **Note:** For use of the church organ or piano, arrangements are to be made through the Church Office and cleared with the Organist.
  1. Pulpit, piano and other furniture must not be moved without prior permission.
  2. Candles may not be used unless permission has been granted. Dripless candles are to be used.
  3. Church equipment is not to leave the property without prior arrangements made through the Church Office.
  4. If use of the data projector and sound system is required instruction on use must be arranged prior to use of the facilities.
  5. The church building facilities must be vacated by 10:00 p.m. unless prior arrangements have been agreed to. After that the building will be secured.
  6. The church is not responsible for lost or stolen items.
  7. The church is not responsible for any damage to vehicles.
  8. Please 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 during the rental period.

**IMPORTANT NOTICE:** The church's liability insurance does not extend to injuries, death, or damages due to activities directly attributable to the outside group using our facilities. Therefore, the church only accepts responsibility for church-sponsored activities and events. All groups are strongly urged to secure their own liability insurance coverage.

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.

The Wolfville Baptist Church has a “**Child Abuse Prevention Policy.**” If children are involved in the use and activities of the person, group or organization using the church facility, they will need to be in compliance with the policy or demonstrate their organization is in conformity with the policy. 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/>

In keeping with the Church’s focus on **safety and security**, it is requested that organizations/boards, etc. using the facilities after regular hours, keep the doors locked after commencement of activities when at all possible.

#### **4. Kitchen and Kitchenette Guidelines:**

- a. 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 supervised by a responsible adult at all times.
- b. Users may use their own equipment (i.e. Styrofoam bowls & cups are now recyclable material in plastics) Coffee perks are available.
- c. When church dishes, utensils and pots and pans are used, *they MUST be washed using the dishwasher.*
- d. If a dishwasher is to be used, at least one person in the group must get instructions regarding its operation.
- e. Kitchen and Kitchenette must be left absolutely clean, all dishes washed and put away, *see “d.” above*
- f. **All** garbage and food products must be removed from the premises and/or placed in the appropriate garbage, paper recycling, plastics recycling, and composting receptacles. The receptacles are in the kitchen and basement corridor, and garbage collection area with a container at the back - East side - of the building. *Likewise, the Kitchenette has appropriate disposal receptacles which are to be used.*

Organization to complete if necessary:

<b>List of Renter's Requirements</b>			
<i>Requirement</i>	<i>Yes</i>	<i>No</i>	<i>Number Needed if appropriate</i>
<b>SANCTUARY</b>			
<i>Setup</i>			
<i>Organ</i>			
<i>Piano</i>			
<i>Sound System</i>			
<i>Data Projector</i>			
<i>Chairs</i>			
<i>Tables</i>			
<b>VESTRY</b>			
<i>Tables</i>			
<i>Chairs</i>			
<i>Podium</i>			
<i>Portable Screen</i>			
<i>Sound System</i>			
<b>PARLOUR</b>			
<i>Chairs</i>			
<i>Table</i>			
<b>KITCHENETTE</b>			
<i>Dishwasher</i>			
<i>Dishes, cutlery, etc</i>			
<b>KITCHEN</b>			
<i>Dishwasher</i>			
<i>30 Cup coffee tea urns</i>			
<i>100 Cup coffee tea urns</i>			
<i>Juice container</i>			
<i>Cups and saucers</i>			
<i>Juice glasses</i>			
<i>Plates</i>			
<i>Bowls</i>			
<i>Cutlery</i>			
<i>Pots and Pans</i>			
<i>Cooking Range</i>			
<b>LOWER HALL</b>			
<i>Tables</i>			
<i>Chairs</i>			
<i>Sound System</i>			
<i>Podium</i>			
<b>CLASSROOM</b>			
<i>4, 5, 6, 22, 23, 24</i>			
<i>Tables</i>			
<i>Chairs</i>			