



Rockyview
alliance church

6927 Rundlehorn Drive N.E.
Calgary, AB T1Y 5V4
Tel: 280-2239 Fax: 280-2291
E-mail: office@rockyviewalliance.com

GUIDELINES FOR THE USE OF CHURCH FACILITIES

1. Access to Facilities

It shall be the responsibility of those using facilities to make advance arrangements with the Office Manager to gain access to the building (e.g. for decorating and early arrival for event), unless a Rockyview Pastor is involved and he will be meeting you at the time you need access.

2. Cost of Using Facilities & Services

A fee of \$450.00 is suggested for the use of the Sanctuary (see Fee Structure). This includes provision for the sound and/or power point technician, janitorial services and Sanctuary room. Your cheque should be made payable to **Rockyview Alliance Church**. To confirm your date, a deposit of \$100.00 is required; the balance of fees may be post-dated to your date of use. Your deposit is fully refundable up to one month before your scheduled booking. Cancellations within one month forfeit the deposit.

3. Sound System and PowerPoint

Only authorized personnel are permitted to run the sound system. Services required for meetings, conferences etc. would require payment for each day a technician is required. (See Fee Structure)

NOTE:

- ❖ No smoking is allowed on church premises or within 5 metres of the front entrance (please use the container provided to dispose of your cigarettes)
- ❖ Confetti and rice are not permitted in or near the church
- ❖ Bubbles may not be used in the sanctuary but are permitted outside.
- ❖ No real flower petals on the carpet as they leave stains
- ❖ There are some restrictions for the use of candles, please discuss with administrator
- ❖ All furnishings must be returned to original locations after use.

Contact Person _____

Date of Event _____ Time: Open Building _____ Close Building _____

Address _____

Phone (H) _____ (W) _____ (C) _____ Email: _____

GUIDELINES FOR THE USE OF CHURCH FACILITIES – ROCKYVIEW ALLIANCE CHURCH

BUILDING RENTAL AGREEMENT

This completed form accompanied with your deposit and signed agreement reserves the space you requested.

Rockyview Alliance Church and the renter's responsibilities are listed below. Please indicate your agreement to these rental conditions by signing on the line below and returning this agreement to the church office so that your rental can be recorded on the church calendar.

Rockyview Alliance Church will provide the following:

- ❖ Provide a clean and orderly space.
- ❖ Provide orientation to the building.
- ❖ Provide someone to unlock the doors and lock up after the event.

_____ (Individual) is responsible for the following:

- ❖ Do your own set up and clean up.
- ❖ Leave the building as it was found
- ❖ Payment of the total rental fee 2 weeks before the date of use.
- ❖ The undersigned is at least 18 years of age, and assumes liability and responsibility for any and all breakage, loss, or damage to the building or its contents occurring during or incident to its use by the group, or as a result of any windows or doors being left open or unlocked during or after use.
- ❖ Outside decorations must be approved by church personnel.

I understand and agree to the above conditions. Failure to comply will result in the loss of rental privileges and/or payment for damages to the building.

Signed by: _____ Date _____

On behalf of (Individual) _____

Witnessed for Rockyview Alliance Church _____

OFFICE USE ONLY:

SANCTUARY

FOYER/KITCHEN

Date Deposit: _____

Rental Fee: _____

Rental Fee _____

Kitchen: _____

Sound/PP: _____

Sound/PP _____

Security: _____

Security: _____

Janitorial: _____

Damage Deposit: _____

TOTAL RENTAL FEES: \$ _____

Amount Paid: _____

Date: _____ **Signed:** _____

GUIDELINES FOR THE USE OF CHURCH FACILITIES – ROCKYVIEW ALLIANCE CHURCH

ADDENDUM

Sanctuary: Date: _____

Start Time: _____

End Time: _____

Kitchen: Food Service
(Reception) _____ R/W _____

Coffee Service
(Finger Food) _____ R/W _____

Foyer: Date _____

Start Time: _____

End Time: _____

Sanctuary:

Centre stairs: set up _____ Y/N (Renters)

Stage area: removal equipment _____ Y/N (Rockyview)

Miscellaneous Notes:

GUIDELINES FOR THE USE OF CHURCH FACILITIES – ROCKYVIEW ALLIANCE CHURCH

FEE STRUCTURE

Standard Usage Fee - 4 hours		Daily Rate for Conferences - 8 hours
Sanctuary	\$300	\$ 750.00
Sanctuary Classroom	\$ 50	\$ 100 flat rate
Kitchen (Warming only*)		
Food Service Reception	\$200	\$ 300* based on usage
Coffee Service	\$100	
Foyer	\$150	
Baptism Tank	\$150	
 Other Charges		
Pastoral honorarium	\$300-\$500	
Sound Technician	\$100	\$ 50 / hr
Computer Technician	\$100	\$ 50 / hr
Security	\$100	\$ 25 / hr min 2 hrs
Janitorial	\$100	\$ 150
Down payment to secure event	\$100	\$ 300
Damage Deposit	\$500	
Funerals	No rental fee (please donate to Benevolent Fund)	

*Please note our kitchen is used only as a warming kitchen as per Calgary Health Region Bylaws.