

## **ROCKYVIEW RENTAL POLICY**

Rockyview Alliance Church (RAC) exists to know God, love others, and serve the world (the RAC Statement of Faith, as interpreted by the Board of Elders, is available online – <http://rockyviewalliance.com>). The RAC facility is an extension of this mission. Our intention is to provide a facility to serve the people of RAC as well as the greater community. The RAC Rental Policy's purpose is to reflect this intention while protecting our values and beliefs.

### **Prioritization of Facility Use**

1. All RAC ministry events and activities under the supervision of RAC staff and their representatives.
2. Funerals
3. Charitable and For-Profit groups, provided they do not oppose RAC's Philosophy of Rental Policy, including the RAC Statement of Faith

### **Terms of Facility Use:**

#### **1. RAC Contact**

All communication from the customer to RAC is to be directed to the Office Manager.

#### **2. Usage by RAC**

By renting the facility to the customer, RAC in no way terminates its right to control the management of the facility and to enforce all necessary rules and regulations as may be required. RAC reserves the right to alter or terminate any booking that is incompatible with unforeseen congregational usage requirements of RAC, though RAC will do its best to suggest alternative dates or possible available space in such circumstances. RAC does reserve the right to terminate groups who are disrespectful and/or aggressive towards its staff and facility personnel.

#### **3. 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, rehearsals and early arrival for wedding), unless a Rockyview Pastor is involved and he will be meeting you at the time you need access.

#### **4. Usage by Customer**

The customer agrees to accept the RAC facility as is and to inspect the premises and equipment prior to use. The customer agrees to abide by fire regulations as well as building regulations adopted by RAC for the facility. The customer will comply with all municipal, provincial, and federal statutes, ordinances, rules, and laws, and shall maintain order of all people attending the event. The customer shall not damage or abuse the RAC property and shall use the facility only in the manner in which it was designed and intended to be used. As a policy of renting any space at RAC facility we require a current Certificate of Liability Insurance, indicating the level of Liability Insurance supplied to the customer by their Insurance Provider.

#### **5. Cost of Using Facilities & Services**

The rental fees are listed below for each room in the facility Provision for the sound and/or power point technician, janitorial services are provided by Rockyview. 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. The Pastor's fee can be discussed with the Pastor (see Fee Structure - Honorarium shall be directed to them personally, placed in separate envelopes and given to the Office Manager at least two weeks prior to your date of use.)

#### **6. Prohibited Activities**

RAC is both a non-smoking and alcohol-free facility. RAC will not rent the facility to any group whose intended use of the facility opposes the Statement of Faith (as interpreted by the Board of Elders), the Manual of the Christian and Missionary Alliance in Canada and/or the core practices and procedures as outlined in the RAC Policy Manual. If the

event is determined by RAC to oppose the Statement of Faith, RAC reserves the right to terminate the booking at any given time and return the deposit in full to the customer without further liability to either party, except minus any damages incurred to the facility and/or its equipment.

**5. A/V Equipment/Furniture**

Audio/Visual Equipment is to be booked at time of rental. If the customer is renting the Worship Centre, the A/V Equipment is to be managed by RAC trained personnel. All finalized A/V Equipment requests are to be submitted to the Bookings Coordinator no less than 14 days prior to the event. RAC has the right to terminate any booking, which does not comply with these parameters. Furniture (tables/sofas/chairs/plants/any accessories) cannot be moved without prior consent from the Office Manager. If RAC furniture is requested to be used, this request must be made to the Bookings Coordinator no less than 14 days prior to the event and is to be moved by facility personnel.

**6. Decorations**

RAC does not provide decorations for events. Set-up, take-down, clean-up, and removal of decorations are the sole responsibility of the customer. No decorations/paper/posters are permitted without prior consent of the Office Manager. Items to be fastened to the walls, doors, windows, ceiling or furniture shall not cause residue or damage; i.e. no scotch tape or masking tape to be used. Please use blue sticky tack. 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. Any additional items brought into the facility (i.e. bulletins, pamphlets) are the responsibility of the customer to remove from the facility.

**7. Cancellation/Timing of Payment**

Customer reserves the right to cancel an event up to 28 days prior to the event. If the customer does not adhere to this, the booking deposit will not be refunded.

**8. Authorization of Treatment & Indemnity**

In case of injury, the customer agrees to authorize RAC staff or Facility Personnel to seek and obtain emergency medical services as judged necessary by RAC staff or Facility Personnel. The customer agrees to indemnify and hold harmless Rockyview Alliance Church, its Elders, its staff and members from and against any and all demands, liabilities, charges, claims, debts, suits, causes of action and expenses of every kind and nature including, but not limited to injury or death arising out of or as consequence, directly or indirectly, of the customer's use of the church facilities, premises and property, including all legal costs and fees incurred in defending, answering and/or responding to claims alleged or prosecuted against Rockyview Alliance Church, its members, directors, officers, and/or servants.

I, the undersigned, agree to comply with the terms of the Rockyview Alliance Church Facility Rental Policy as outlined in this document. If I or the people under my supervision oppose and/or conflict with any of these terms, I understand that Rockyview Alliance Church has full authority to terminate the rental agreement.

\_\_\_\_\_  
Customer's Name (please print)

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Date

**Name:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Phone:**

(H) \_\_\_\_\_

(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.

\_\_\_\_\_ (RAC Individual)

Renter 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.

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 \_\_\_\_\_

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

Witnessed for Rockyview Alliance Church \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Deposit Fee: \$ _____	Rental Fee: \$ _____	Damage Deposit Fee: \$ _____	
Paid: <input type="checkbox"/>	Paid: <input type="checkbox"/>	Paid: <input type="checkbox"/>	
Date: _____	Date: _____	Date: _____	
Signed: _____	Signed: _____	Signed: _____	
	Name	Req. Done?	Date
Sound Tech		<input type="checkbox"/>	
Janitorial	Send Email to inform of event	<input type="checkbox"/>	

GUIDELINES FOR THE USE OF CHURCH FACILITIES – ROCKYVIEW ALLIANCE CHURCH

**ADDENDUM**

**Rehearsal:**

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Wedding:**

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Reception:**

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Kitchen:**

Food Service  
(Reception) \_\_\_\_\_ R/W \_\_\_\_\_

Coffee Service  
(Finger Food) \_\_\_\_\_ R/W \_\_\_\_\_

Stage area:                      removal equipment                      \_\_\_\_\_ Y/N (Rockyview)

**Miscellaneous Notes:**

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**GUIDELINES FOR THE USE OF CHURCH FACILITIES – ROCKYVIEW ALLIANCE CHURCH**

**FEE STRUCTURE**

**Standard Usage Fee - 4 hours**

**Daily Rate for Conferences - 8 hours**

<input type="checkbox"/> Sanctuary	\$300	\$ 750.00
<input type="checkbox"/> Sanctuary Classroom	\$ 50	\$ 50 flat rate
Kitchen (Warming only**)		
<input type="checkbox"/> Food Service Reception	\$200	\$ 300 based on usage
<input type="checkbox"/> Coffee Service	\$100	
<input type="checkbox"/> Foyer	\$150	

**Other Charges**

<input type="checkbox"/> Pastoral honorarium	\$ _____	
<input type="checkbox"/> Sound Technician	\$100	\$ 50 / hr
<input type="checkbox"/> Computer Technician	\$100	\$ 50 / hr
<input type="checkbox"/> Security	\$100	\$ 25 / hr min 2 hrs
<input type="checkbox"/> Janitorial	\$100	\$ 150
<input type="checkbox"/> Down payment to secure event	\$100	\$ 300
<input type="checkbox"/> Damage Deposit***	\$500	
<input type="checkbox"/> Funerals	No rental fee (please donate to Benevolent Fund)	

**Events**

Basic Wedding Package: \$600 – Includes Sanctuary Room, Sound Tech, Security, and Janitorial.  
Damage Deposit extra-based on 4 hours of rental period.

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

\*\*\*Please note Damage Deposit is refunded back after the event subject to no damage to facility.