



**Rockyview**  
alliance church

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Calgary, AB T1Y 5V4  
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## **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 Administrator 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.

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

A fee of \$600.00 is suggested for the use of the Sanctuary. 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. Pastoral Services**

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.)

### **4. 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 Rehearsal \_\_\_\_\_ Time: Open Building \_\_\_\_\_ Close Building \_\_\_\_\_  
Date of Wedding \_\_\_\_\_ 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 \_\_\_\_\_

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

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

**OFFICE USE ONLY:**

**WEDDING & REHEARSAL**

**RECEPTION**

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**

**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 \_\_\_\_\_

Centre stairs:            set up                            \_\_\_\_\_ Y/N (Renters)

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

<b>Standard Usage Fee - 4 hours</b>		<b>Daily Rate for Conferences - 8 hours</b>
Sanctuary	\$300	\$ 750.00
Sanctuary Classroom	\$ 50	\$ 50 flat rate
Kitchen (Warming only*)		
Food Service Reception	\$200	\$ 300* based on usage
Coffee Service	\$100	
Foyer	\$150	
 <b>Other Charges</b>		
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.