



APPLICATION & AGREEMENT FOR USE OF CHURCH PROPERTY

Emmanuel United Church 22 Bridgeport Road West, Waterloo, ON N2L 2Y3

Event Name: _____

Event Date(s): _____

Name of Organization: _____

Organization Mission Statement: _____

Status of Organization: _____ Maximum # of People : _____ Non Profit: _____ For Profit: _____

Name of Applicant: _____ Member: _____

Position within organization: _____ E-mail Address: _____

Applicant Address: _____ D/L: _____

Phone (H) _____ Phone (Cell) _____ Fax: _____

Reference #1: (please provide a contact somewhere your group has rented/used space previously)

Name: _____ Address: _____

Phone: (H) _____ Phone (W) _____ E-mail: _____

Room Number	1	2	3	4	5
Room Name	Sanctuary	Hearth Room	Fellowship Hall	Purple Room	Large Kitchen*
Hourly Rate	\$50.00	\$20.00	\$30.00	\$15.00	\$15.00
1/2 Day Rate	\$250.00	\$100.00	\$150.00	\$50.00	\$60.00
Full Day Rate	\$400.00	\$200.00	\$300.00	\$100.00	\$125.00
Room Number	6	7	8	9	10
Room Name	Blue Room	Celery Room	Green Room	Tower Room	Hearth Kitchen*
Hourly Rate	\$20.00	\$20.00	\$25.00	\$15.00	\$10.00
1/2 Day Rate	\$100.00	\$100.00	\$125.00	\$50.00	\$50.00
Full Day Rate	\$150.00	\$150.00	\$250.00	\$100.00	\$100.00

* The hearth Kitchen may only be rented in conjunction with the Hearth Room, The Large kitchen may only be rented in conjunction with the Fellowship Hall .

Date	Start Time	End Time	Room #	Rate Type	Repeat	Total

Total Cost: _____

Emmanuel United Church Key \$100 Deposit Required: _____ Paid Date: _____ Returned Date: _____

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CONDITIONS OF USE

WAIVER, RELEASE AND INDEMNITY AGREEMENT

For and in consideration of permitting the organization named on this form to use the Church property , the Applicant hereby voluntarily discharges, waives and relinquishes any or all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself or all individuals using the Church property pursuant to this application for use and the said person or organization agrees that under no circumstances will he/she/it or their heirs, executors, administrators or assigns prosecute or present any claim for personal injury, property damage or wrongful death against EMMANUEL UNITED CHURCH or any of it's officers, agents, employees or members for any of said causes of action, whether the same shall arise by negligence of any said persons or organizations or for any other reason.

The person or persons for him/herself, his/her heirs, executors, administrators or assigns, or on behalf of the organization hereby making this application, hereby agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against EMMANUEL UNITED CHURCH or any of it's officers, agents, servants, employees or members as a result of action arising pursuant to the use of the Church property, he/she or the organization he/she represents shall indemnify and save harmless the same from any and all claims or causes of action by whomsoever and wherever made or presented for personal injury, property damage or wrongful death.

The undersigned acknowledges having read the foregoing and is fully aware of the legal consequences of signing this application.

REGULATIONS

The regulations hereunder are part of this application between the Applicant and EMMANUEL UNITED CHURCH and it is understood and agreed that they will be adhered to in every way.

1. The Church will not be responsible for personal injury or damage or for loss or theft of any money, articles of clothing and or equipment of the Applicant and/or anyone attending.
2. The Applicant will perform a security check to ensure that all exterior doors are secured. Further, the security form must be filled out in full and submitted to the main office before leaving the premises.
3. The Applicant shall be responsible for the conduct of all persons admitted to the Church property.
4. All Exits must be kept obstruction free to provide easy exit in case of fire or panic and posted capacity of auditorium must not be exceeded.
5. The Applicant will clean up dirt and articles arising from the use of Church property and ensure that the Church building is secure before leaving the Church property.
6. The Applicant must pay for all cleaning and damage arising from the use of the Church property.
7. It shall be the responsibility of the Applicant to see that all persons admitted to the functions being held have vacated the Church building by the time specified on this application.
8. This application covers use of rooms, equipment and services indicated and restrict their use to only the designated area.
9. The fees shown on this application must be paid prior to the date of the event or function shown on this application or this application will be rejected and access will be denied.
10. Smoking and consumption of alcoholic beverages on Church premises is prohibited. Consumption of alcoholic beverages will be allowed only with a properly obtained Special Occasion Permit.
11. This application is not transferable.
12. Groups must give 48 hours minimum notice to cancel a rental. Cancellations received between 24-48 hours notice will be charged 50% of the agreed upon price, and cancellations less than 24 hours notice will be charged 100% of the agreed upon price.

I hereby declare that I am authorized to make this application on behalf of the applicant and organization named on this form. In their name I certify the information to be correct and agree to conform to the regulations noted above.

Date Applicant Signature

Application approved on behalf of EMMANUEL UNITED CHURCH.
Emmanuel United Committee: Official Board Approved by: Chair

Name Signature Date