

Rental Application

Zion United Reformed Church
1238 Old Highway 8
Sheffield, ON LOR 1Z0

Administration Office: Telephone: 519-624-9416, Fax: 519-624-1108; email zionadmin@zurch.ca

Please note that for this reservation to be confirmed, this application must be approved by the Board of Administration of Zion URC.
Reservations are on a first come, first served basis.
Please fill out, take a copy for your files, and return to the above address.

Name of Applicant/Contact Person: _____

Function/Event: _____
(i.e., wedding, anniversary, seminar)

Address of Contact: _____
Street City Province Postal Code

Telephone #: _____ Cell: _____ Email: _____

Church Affiliation: _____

Date of Function/Event: _____ Expected # of Guests: _____
(format i.e., Day, Month 00, 2009)

The time that your function/event is scheduled to begin: _____

The total time you would need the facility including setup/takedown time: _____
(format i.e. 0:00am/pm to 0:00am/pm)

If this is a **WEDDING**, please indicate if you plan to hold a rehearsal at this facility as well. Yes: _____ No: _____

If yes, when: _____ Time: _____
(format i.e. Day, Month 00, 2009) (format i.e. 0:00am/pm to 0:00am/pm)

Please be aware that Zion does have full programs running on most Friday evenings from September to June. You may be asked to hold your rehearsal on an alternate date.

Officiating Minister? _____ Church affiliation? _____

or

Our pastor's fee is: **\$125.00** (payable to Rev. C.F. Heiberg) Contact: 519-624-7572; zionpastor@zurch.ca

Do you require a SOUND TECHNICIAN? Yes: _____ No: _____ If this is for a wedding, would you like him/her to be present at the rehearsal? Yes: _____ No: _____

Sound Fee: **\$95.00** (Payable to technician at time of function—We do require that you use one of our own technicians. Our office administrator will ensure that there is someone present if requested.)

CUSTODIAN

John and Judy Wubs 519-753-0505

Fee: **\$75.00** (Payable at time of function to "J&J Wubs")

The fee covers the opening and closing of the facility as well as a minimum of 3 hours of the custodian's time. Should the custodian be required to spend any more time over and above their allotted 3 hours, an additional \$25 per hour will be charged.

Once this application has been approved, please contact the custodians with any further questions, arrangements, and concerns.

Rooms and Equipment Required:

\$75.00	v	<input type="checkbox"/>	Sanctuary only
\$200.00		<input type="checkbox"/>	Sanctuary, Fellowship Hall, and Kitchen
		<input type="checkbox"/>	Piano
		<input type="checkbox"/>	Organ
		<input type="checkbox"/>	Kneeling Bench
		<input type="checkbox"/>	Communion Table
		<input type="checkbox"/>	Sound
<p>Note: The communion table may only be used, covered by a 60" x 120" tablecloth for signing the register at weddings.</p> <p>Note: See opposite side of page for details on Sound system</p> <p>Note: Kitchen is a server kitchen only. You must supply your own coffee, sugar, etc.</p>			
\$125.00		<input type="checkbox"/>	Activity Room
\$40.00		<input type="checkbox"/>	Lounge
\$30.00		<input type="checkbox"/>	1 Meeting Room
\$40.00		<input type="checkbox"/>	2 Meeting Rooms
\$50.00		<input type="checkbox"/>	3 Meeting Rooms
\$60.00		<input type="checkbox"/>	4 Meeting Rooms
\$70.00		<input type="checkbox"/>	5 Meeting Rooms
\$80.00		<input type="checkbox"/>	6 Meeting Rooms
\$	<p>Total Cost of Rooms and Equipment Required (Payable to "Zion URC of Sheffield" and must accompany this application) <i>Renting for a Funeral?: Rooms and Equipment Fees only are waived.</i></p>		

Indicate the meeting rooms required:

<input type="checkbox"/>	Room 1
<input type="checkbox"/>	Room 2
<input type="checkbox"/>	Room 3
<input type="checkbox"/>	Room 4
<input type="checkbox"/>	Room 5
<input type="checkbox"/>	Room 6

Number of Items Required:

Tables, Round	
Tables, Rectangular	
Chairs	

Your signature below indicates that you have read and will abide by the *Rental Policy and Regulations* Document attached to this application below.

Applicant's Signature: _____ Date: _____

Approved by the Administration and Finance Committee Chairman: _____ Date: _____

- For Office Use only:**
- Sent to Administration and Finance Committee for approval, and then...
 - Tentative booking confirmed on Church Calendar and pertinent information entered
 - Copied application to Custodian
 - Arrange for Sound Technician if requested
 - Confirmation emailed to applicant

RENTAL POLICY AND REGULATIONS

1. All persons or groups making use of the facilities of Zion United Reformed Church (the "Church") shall be charged according to a fee schedule determined by the Board of Administration. If the purpose of the rental is for Church supported ministry work, written application for a rate reduction may be made to the Church Council.
2. All Church related activities override use of the facilities by outside groups. The Church reserves the right to preempt any function for unforeseen Church activities that cannot be rescheduled. In such an event, the Church will make every effort to accommodate the activity to the best of its ability.
3. In the event that a rental application is received for the use of the Church facilities, the applicant is hereby informed that they ensure that all other terms of this rental agreement are adhered to, and that:
 - a. Church facilities are rented only in accordance with the confessions, doctrines and objects of the Church.
 - b. Those requesting to use the Church facilities for a wedding or funeral (whether members or practicing Christians at large) will be referred to the pastor to discuss and determine the necessary prerequisites, unless those wishing to use the facilities belong to a federation with whom we have ecumenical relations.
 - c. For the reservation of the Church by individuals from Churches other than what is mentioned above, to be confirmed, Consistory approval is required.
4. Alcohol, smoking, indoor physical activities (floor hockey, basketball, etc.), confetti, throwing rice on Church property is prohibited.
5.
 - a) Persons or groups using the Church's facilities assume full responsibility for the proper supervision of any activities they conduct on the premises and are solely responsible for any claims for personal injury and for damages to the facilities or equipment arising as a result of their improper supervision or for any other reason.
 - b) The applicant agrees to indemnify the Church against all manner of claims and actions arising from the use of the facility by the applicant. The Church is not responsible for the loss or theft of personal effects or equipment of the applicants or for the personal injury of any person attending on the invitation of the applicant.
 - c) To ensure that the Church will be indemnified and held harmless for any claim made against it as described in a) and b) of this paragraph, the Church, in its sole discretion, may require the applicant, and when such is the case the applicant hereby agrees, to provide the church with a certificate of insurance for the event or function to be held by the applicant on the premises of the Church on the date of the rental.
6. All arrangements for the use of the Church facilities must be made in writing with the booking representative at least two (2) weeks in advance of the function.
7. The applicant is expected to leave the facilities in their original condition. Unusual costs of clean-up or repair of damage will result in extra charges.
8. All cancellations of events must be received by the booking representative at least one (1) week prior to the engagement date.
9. In the event that the Church has been requested for use for a funeral, all fees will be waved as an act of sympathy by the Church, as approved by the Consistory.
10. The Church's Administration and Finance Committee reserves the right to refuse the use of the facilities and is under no obligation to give reasons for such refusal.
11. The Church's Administration and Finance Committee reserves the right, through its representatives, to close any function for failure to observe proper conduct or failure to comply with any of these Regulations.
12. The custodian is responsible for opening and closing the facility, but is not expected to be available for the duration of the function. Applicants wishing to make additional arrangements with the custodian should contact him/her directly.