

Mission Foursquare Church (MFC)

Facility Booking Form

In order to ensure that everyone's function is successful we have attempted to communicate our policies to prevent misunderstandings. If you have any questions or if anything is unclear please contact us.

BOOKING PROCEDURE

1. Fill out the Facility Booking Form in full, read through the policies agreement then sign and date.
2. A damage deposit of \$200 (for groups of less than 100 people) and \$500 (for groups of 100 people or more) is required at contract signing.
3. The damage deposit will be returned once an inspection of equipment and facilities has been done and no damage has been found by our janitorial staff. If additional cleaning and/or repair is needed the cost will be deducted from the damage deposit amount.
4. Once the form has been submitted it will be considered a tentative booking subject to approval. Room use approval is subject to our policies below.
5. You will be contacted with the status of your booking within two weeks of submitting the booking request.
6. No booking for an event can be guaranteed more than a year prior to the event.
7. Fifty percent of payment (plus damage deposit) is due at the time of confirmation with the remaining amount due at time of event. Payment may be made by cash, cheque, or credit card (VISA/MC).
8. If you need to cancel your booking, please let the church office know as soon as possible.
9. Events cancelled less than two weeks before the event will be given a 50% refund. For weekly rental groups 24 hours notice is required for a full-refund.

GENERAL POLICIES OF MISSION FOURSQUARE CHURCH

1. All activities of all users of the facility of Mission Foursquare Church shall not conflict with the purposes and beliefs of Mission Foursquare Church and the Confession of Faith of the Foursquare Church (see Appendix 1).
2. The use of the church for any event is subject to availability at the standard fee.
3. All rental users are required to arrange for and provide proof of their own insurance to use this facility. This is not open to negotiation as our church insurance does not provide coverage for rental groups or their participants. For groups reoccurring events, proof of insurance must be updated yearly.
4. Serving alcohol is prohibited on the premises. There is no smoking inside the building.
5. The use of confetti or rice is prohibited in or around the building.
6. All electronic equipment owned by Mission Foursquare Church must be operated by the Church's qualified technician. The technician will be supplied for you at the posted rate per hour.
7. No equipment or property may be removed from the church without the church office's permission and approval.
8. Each user group and renter is responsible for the behaviour of their own guests and participants. Any damage done to the church or church property by guests and participants will be the responsibility of the renter.
9. All renters will arrange for their own food and beverages in consultation with our office.
10. Events must be out of the building and off the premises by 11:00pm.
11. All damaged or broken items must be reported to the church office.
12. Moving of any accessories must be declared and approved prior to the event.
13. If table cloths are used please leave them in the kitchen. DO NOT take them home and wash them. There will be a fee for the laundering of the items.
14. On site storage is not permitted unless specific permission is given from the church office. In the event that storage is allowed, all items must be clearly labeled and dated.

15. Keys signed out to rental groups must be the sole responsibility of the rental group. Copies are not allowed to be made. If copies are made or keys are lost a charge of \$500 will be issued to the rental group.
16. All garbage must be removed and put into the exterior garbage bin.
17. Groups using the facility monthly or more frequently are responsible for returning all tables and chairs to the room default setting and rooms must be cleaned up after the event.

PRIORITIZING OF FACILITIES USE FOR MISSION FOURSQUARE CHURCH

1. All events and activities that are under the full authority, control and supervision of staff or volunteers of Mission Foursquare Church.
2. Not-for-profit organizations that by work and deed support and endorse the Foursquare Confession of Faith and the charitable purposes of Mission Foursquare Church.
3. Activities such as family gatherings, birthday parties and family celebrations that are not activities that can be categorized as being church events will be considered if the activities of the event do not contravene the Statement of Faith of the Foursquare church and of Mission Foursquare Church.
4. Government and municipal activities if the activity does not contravene the Statement of Faith of the Foursquare Churches.
5. For profit activities will be considered if the activity does not contravene the Statement of Faith of the Foursquare Churches. All these activities are subject to fair market rental prices.

WEDDING POLICIES

1. The bridal couple is responsible for contacting an officiating pastor and confirming the wedding date and time with the officiating pastor.
2. The bridal couple is responsible for securing a marriage license form and submitting the form in completion to the church office no later than three days before the wedding.

KITCHEN USE

1. Use of the Kitchen is an extra charge.
2. Kitchen must be supervised by a person with a Food Safe certificate.
3. The standard of cleanliness is to be returned to the condition you found it in or better.
4. Food and beverages may only be served in areas arranged for ahead of time as outlined in the rental agreement/contract.
5. All kitchen users must be trained in each piece of equipment before using.

DISCLAIMERS

1. Rental by any group does not mean that Mission Foursquare Church endorses the beliefs and practices of the rental group.
2. If information provided in the rental agreement is found to be inaccurate, the event may be cancelled without notice or while in progress with no refund.
3. The insurance policy of Mission Foursquare Church does not cover liability for rental groups, their guests or participants.
4. Exclusive use of the premises is not guaranteed unless written in the rental agreement/contract.
5. Any personal information obtained in this rental agreement will be destroyed seven years after the event and will be kept in a safe and secure place until destruction as per our Privacy Policy.

ROOM & EQUIPMENT FEES

All room rentals include chairs and/or tables. An extra set-up charge may be levied if more than four tables are needed.

Room Fees	Max Occ.	Min. Hrs.	Weekly/Monthly ¹	One Time ²	Price Cap/Day
Auditorium	250	2	\$20/hour	\$75/hour	5 hrs
Kitchen ³	8	1	\$10/hour	\$30/hour	5 hrs
Fireside Room	30	2	\$15/hour	\$25/hour	5 hrs
Youth Centre	150	2	\$25/hour	\$40/hour	5 hrs
Youth Centre Kitchen ³	(part of yc)	2	\$10/hour	\$15/hour	5 hrs
Rm. 106	25	2	\$15/hour	\$25/hour	5 hrs
Rm. 105	20	2	\$10/hour	\$25/hour	5 hrs
Rm. 103	20	2	\$10/hour	\$25/hour	5 hrs
Rm. 102	15	2	\$10/hour	\$25/hour	5 hrs
Rm. 101	20	2	\$10/hour	\$25/hour	5 hrs
Nursery	20	2	\$10/hour	\$25/hour	5 hrs

¹Weekly/monthly rates are based on group performing the opening, setting-up, cleaning-up, and closing/locking-up as instructed.

²One time rental rates include basic opening, set-up, clean-up, and closing/locking up by church janitorial staff.

³Kitchen includes use of appliances and dishes, but not food or consumable supplies.

Equipment Fees	Min. Hrs.	Rate	Details
Auditorium ⁴ PA & Projector ⁵	2	\$20/hour	Includes sound person
Youth Centre PA & Projector	2	\$20/hour	Includes sound person
Table Clothes		\$8/cloth	Includes laundering
Youth Centre Rec. Equipment		\$5/hour	Pool Table, Foosball, Air Hockey

⁴See Appendix 2 for a list of sound equipment available with Auditorium PA rental. ⁵Media files (i.e. DVD's, PowerPoint, Video Files, etc.) must be submitted a week in advance to guarantee compatibility. See Appendix 3 for compatible formats.

ACTIVITY INFORMATION

Please make requests for facilities and equipment as accurate as possible to help us ensure a well run and pleasant event for our staff and for your special event. Please be sure you have inspected the rooms you have been assigned to ensure they are adequate for your needs.

Description of Use/Activity:		
Age Range of Participants:	Expected Attendance:	Will Fees, Membership, or Admission be charged? If so, how much?

RENTAL GROUP INFORMATION

Name of Rental Group:			
Name of Official in Charge:		Position with Group:	
Term of Office: From		To	
<i>(Official in charge must be 19 years of age or older and an executive officer of the group. Coaches/group leaders, etc. are to make requests through their executives.)</i>			
Address:		City:	Province: Postal Code:
Home Phone:		Cell Phone:	Work Phone:
Fax Number:		Email:	
Alternate Contact Person:		Alternate Contact Person – Phone/Cell Number:	

ROOM, EQUIPMENT, AND DATES REQUESTED

Requested day(s) required as: Single (One Time) Event(s) Weekly Monthly

Area(s) Requested	Day of the Week	Date	Open-Up Time	Event Start Time	Event Finish Time	Lock-up Time
Ex. Auditorium w/ PA	Thursday	Sept. 12, 2010	6:30 p.m.	7:15 p.m.	9:00 p.m.	9:30 p.m.

EQUIPMENT & FOOD INFORMATION

Will beverages and/or food be served? If yes, please provide details (including caterer):
If you will not be hiring a caterer, will the person overseeing the food preparation, cooking, and clean-up have their Food Safe?
Will you be requiring use of the equipment (i.e. PA, Projector, etc.)

ACKNOWLEDGMENT OF RESPONSIBILITY

Having received permission to use space and facilities in Mission Foursquare Church, I/we acknowledge receipt of the Mission Foursquare Church Booking Form (all five pages) and the guidelines and policies located therein and agree to abide by such guidelines and assume responsibility. I/we agree to waive legal liability against the church for any losses, claims or damage arising out of my/our operations and activities as tenant/occupant. I/we agree to release and forever discharge, indemnify and hold harmless the Mission Foursquare Church and any of its volunteers and/or paid staff, successors and assigns for, any claim or liability for property damage or loss, bodily injury, death or any other type of injury of any nature whatsoever resulting from, occasioned to, or suffered by any person or persons by reasons of the user herein of the Mission Foursquare Church by the Tenant/Occupant, their invitees, servants and assigns.

I/we agree to furnish the church with a Certificate of Insurance confirming sufficient (not less than \$2,000,000 in respect of any one occurrence) primary General Liability and Tenant’s Legal Liability coverage, with the (a) Mission Foursquare Church and Foursquare Gospel Church of Canada as additional insured’s with respect to the use of the facilities, and (b) supporting resolution authorizing execution of the Mission Foursquare Church Booking Form.

Date: _____

Date: _____

Signed: _____
(Tenant/Occupant (Legal Representative))

Signed: _____
(Facilities Coordinator)

**Please make a copy of this completed form for your records.
The Church Office will contact you once a formal rental contract has been prepared and is ready for your signature.**

Appendix 1

PURPOSES OF MISSION FOURSQUARE CHURCH

1. To proclaim Jesus Christ through exalting, equipping, evangelizing and encouraging so that people may put their trust in God and receive Jesus Christ as Saviour and Lord and grow in their faith.
2. To declare that the Bible is our written authority.
3. To teach and live according to the principles as written in the Bible and as declared in the Confession of Faith of the Foursquare Gospel Church of Canada.
4. To encourage and demonstrate Christian unity amongst ourselves and in fellowship with other denominations that confesses Jesus Christ as Lord and Saviour.
5. To promote Christian marriages as a lifelong covenant between a man and a woman for the purpose of companionship, encouragement, sexual intimacy and procreation.
6. To evangelize our neighbours and family members and others around the world by declaring the life-changing gospel of Jesus Christ.

Appendix 2

AUDITORIUM SOUND SYSTEM EQUIPMENT LIST

- 4 hand-held wired mics and stands
- 1 wireless lapel mic
- 1 hand-held wireless mic
- 4 music stands
- 1 non-portable PA System with 2 stage monitors
- 12 Channel Mixing Board

Appendix 3

COMPATIBLE FORMATS FOR AUDITORIUM AUDIO-VISUAL

- CD Audio Discs (when burned to be compatible will all players)
- DVD-R Video Discs (when burned to be compatible will all players)
- PowerPoint Files (special fonts, embedded video and audio files, may not carry over and view on our system).
- Video Files (MPEG-1 [.mpg] is the only file format we can currently play).
- VGA Laptop Cable (we have a separate VGA and audio cable to hook a laptop up to the projector). Mac laptops need a VGA adapter (we do not supply the appropriate adapter).
- Auxiliary Audio input (we have a 1/8" cable line to connect to a laptop or mp3 player).