

WILLOWLAKE BAPTIST CHURCH - RENTAL AGREEMENT

Please complete and sign this form, read the Rental Guidelines and initial, and return both to the Church Office.

Your application will be considered, and you will be informed of their decision. Note that all requirements must be included on this form at the time of application; requests for equipment, services, etc, received after that time may not be accommodated.

Date & Time of Event: _____

Purpose of Event: _____

Applicant: _____ Organization: _____

Address: _____

Phone: _____ Email: _____

Anticipated Attendance: _____ adults _____ children*

*under 16 must be supervised by adults at all times

Rooms Requested

____ Sanctuary	____ Basement (open area)
____ Kitchen*	____ Fireside Room
____ # of Sunday School Rooms (3 available)	____ Nursery

Equipment Requested

____ Sound System	____ Tables
____ Projector/ A/V system	____ Folding Chairs
____ Coffee Maker	

* Kitchen use must be supervised by someone with a Manitoba Food Handlers Certificate.

Name of Applicant with Food Handlers Certificate: _____

An Event Host is required to remain onsite during events.

All garbage and recycling must be removed from the property at the end of the event.

Insurance Requirement

If the person or organization wishing to rent WBC's facilities is required by the Church Administration to provide insurance coverage (using the guidelines established in consultation with our insurance company), written proof of such coverage must be provided prior to approval of the request to rent. No rental of WBC's facilities will be approved without the appropriate insurance coverage.

The outside user is wholly responsible to provide a Certificate of Liability confirming coverage for their operation on our premises and naming Willowlake Baptist Church as additional insured for any legal liability arising out of negligence on the part of the outside party. (minimum General and Tenants Legal Liability coverage limit of \$2,000,000)

No extra insurance is necessary if the event, Ministry, Activity or Occupancy is either:

- a) Within our organization's charitable and religious objects and purposes.
- b) Recognized, approved, and sponsored under the authority of our organization's governing body.
- c) Supervised and operated by our organization's own staff and volunteers.
- d) Composed of participants who are members, adherents, employees, guests or clients of our organization

Payment Details

Payment must be made in full to the Church Office at the time of booking. Cash, e-transfers or cheques are accepted, payable to Willowlake Baptist Church. Cheques returned NSF will result in immediate cancellation of the rental agreement. If event is cancelled before 15 days, fees are 50% refundable. All fees are nonrefundable after 15 days. In the event that the church cancels the event, all fees will be refunded.

A separate security deposit for \$200 is due at the time of application (cheque preferred). This deposit is not included in the rental fee and will be returned to the applicant after the rental date, provided there is no damage to Willowlake facilities or property, at the discretion of the Facilities Coordinator.

Send cheques to:

Willowlake Church
45 Willowlake Crescent
Winnipeg, MB R2H 2Z4

E-Transfers can be sent to: donations@willowlake.ca

WAIVER

In consideration of the use of all or any part of the premises, the Party of the Second Part as Tenant, Lessee, or Licensee, hereby covenants and agrees to save Willowlake Baptist Church from all manner of actions, covenants, claims and demands whatever, which against the said Trustees and any person or persons, corporation or corporations might have in respect to any mishap, accident or casualty arising out of the use of the said premises or any part thereof during the occupation by the Party of the Second Part, except such mishaps, accidents or causalities which are covered by the negligence of the Church or their servants, employees or agents and the Party of the Second Part covenants and agrees to carry liability or casualty insurance for a reasonable amount to protect the Party of the Second Part and/or the Church Trustees in respect to the use of the said premises by the Party of the Second Part, its servants, agents, invitees and such persons as the Party of the Second Part permits on the said premises.

I have read the Rental Guidelines and agree to comply with them on behalf of the organization applying for Church use. It is further understood that the applicant is responsible for the supervision of all persons admitted to the Church grounds and building under the terms of this permit.

Applicant Signature: _____ Date: _____

Church Representative Signature: _____ Date: _____

FOR OFFICE USE ONLY

Total cost of rental: \$ _____ Approved by : _____

Deposit paid \$ _____ Date: _____ Received by: _____

Balance: \$ _____ Due date: _____ Received by: _____

Security Deposit Paid \$ _____ Deposit Returned ___

Comments

WILLOWLAKE BAPTIST CHURCH - RENTAL GUIDELINES

All use of church facilities must be reserved in advance through the Facilities Coordinator and is subject to prior bookings. All Willowlake congregational events take priority, and the church reserves the right to cancel a rental agreement or reschedule a previously-booked event. Should a scheduling conflict arise, Willowlake Baptist Church will strive to give all parties as much advanced notice as possible. The Church cannot be held responsible for power outages, floods and other acts of God.

CONDITIONS TO BE OBSERVED BY ALL GROUPS:

1. Children under 16 must be accompanied into the church building by an adult and remain in the care of supervising adult(s) at all times while on church property.
2. Alcoholic beverages are not allowed on premises.
3. There is to be no smoking/vaping anywhere within the church building .
4. Any special requests (e.g. use of chairs, tables, piano, equipment, coffee urns, etc.) must be made at the time of application. Any requests received after this time may not be accommodated.
5. Set up and take down of tables, chairs and any other special requirements are the responsibility of the tenants unless prior arrangements have been made. All furniture must be returned to its original location. Set up and tear down may be arranged with our Caretaker at an additional charge determined by the Facilities Coordinator if available.
6. Kitchen facilities are not to be used for any food preparation involving the use of oil or grease.
7. Kitchen facilities must be left in the condition in which they were found.
8. The church parking lot is for use by all groups, tenants and staff and cannot be reserved for exclusive use by any one tenant or group (however, the church reserves the right to exclusive use of the parking lot for congregational events including weddings and funerals). All groups are expected to respect designated staff and handicapped parking spaces at all times.
9. The front entrance driveway/fire & emergency route is for drop-off and pick-up of passengers only and is not to be used as parking. Additional parking is available at the High School, just across the street from the church.
10. The church reserves the right to obtain a copy of the applicant's current Certificate of Insurance.
11. Fire Alarms: Fire Regulations require accessible fire alarms to be placed throughout the building. It is the renter's responsibility to ensure no "false fire alarms" occur during occupation of the facility. Any false alarms that result in City of Winnipeg Fire department deployment to Willowlake Baptist Church building and subsequent charges from the City for this response will be the responsibility of the renter.
12. No furniture, fixtures, or musical instruments are to be moved without permission. If permission is granted, all items must be returned to their original placement.
13. The applicant must complete, sign and return to the church the Rental Application Form

Applications are considered on an individual basis and booked only when written approval by the Facilities Coordinator is obtained. Once the application has been approved, the applicant will be informed via a copy of the signed rental agreement and initialed rental guidelines.

Applicant Name: _____ . Applicant Initial: _____