

The Freedom Centre Church - Edmonton

Facility Rental Agreement

1. At no time will a room be set for a number of seats exceeding the allotted maximum number for the room established by the Fire Department.
2. The premises shall be left in a clean and orderly condition, as good as or better than the start of the rental. All necessary cleaning shall be the responsibility of those renting the facility. If Freedom Centre Church (FCC) determines, in its sole discretion, that the facility was not left in a clean and orderly condition, the Renter will pay to FCC, due immediately upon receipt of invoice, FCC's then current rates for cleaning, with a minimum cost of \$50.
3. The Renter is responsible for the conduct of all persons admitted to the building during the event.
4. A DAMAGE DEPOSIT of \$250 shall be collected at the time the fees are paid and will be returned/refunded if no maintenance/cleaning is required following the event.
5. The buildings and property must be vacated by the time specified on the Facility Rental Agreement.
6. FCC reserves the right to have other events or activities concurrent with the event on this rental agreement but will only do so if, in good faith, it believes the events will not conflict with each other.
7. All church equipment and supplies that are borrowed, rented or leased in relation to this event must be returned to their proper place unless noted otherwise by the Administrator or Leadership Staff.
8. Re-arrangement of any item(s) on the sanctuary platform shall only be performed by those Freedom Centre personnel authorized to do so.
9. Use of the church's audio/visual equipment, including the sanctuary sound system, must be set up and operated by an authorized Freedom Centre A/V technician and request for use must be included on the agreement.
10. Only those rooms being rented (as noted on the agreement) shall be used for the event, with the exception of through-areas (hallways, stairs, etc.) and main restrooms on the same level as the rental.
11. To book the church facility for any use, this agreement form must be filled out and returned to the church office at least 10 business days prior to the proposed rental date. The booking is only confirmed when payment is received and an authorized church representative has signed the agreement.
12. The Renter may cancel the booking up to 3 business days before the event and receive a full refund. Cancellations closer to the event date will result in only ½ of the rental fee being returned along with the full damage deposit.
13. FCC may cancel a booking at any time in advance of the event with the Renter only having all fees and deposits paid refunded. The Renter has no recourse to sue FCC for any losses due to cancellation.
14. The Renter will comply with and cause all attending the event to comply with the City of Edmonton noise bylaws.
15. No food is to be left in the refrigerator unless permission is secured in advance.
16. Our facility DOES NOT contain a commercially licensed kitchen and therefore any oven in the building may only be used to reheat or keep warm foods that were prepared and cooked off-site. Proper food safety is the responsibility of the Renter.
17. NO ALCOHOL or illegal drug use shall be permitted on the property.
18. NO SMOKING shall occur within the building or within 5m of any entrance to the building.
19. The Renter shall supply all needed linens, plates, silverware, cups, napkins, etc. for the event.
20. The Renter shall set up and take down all required tables.
21. A walkthrough will be performed by the FCC keyholder overseeing the event together with the Renter prior to the event. Any damage should be noted at that time. A second walkthrough will be performed at the end of the event. Any damage sustained will be the responsibility of the Renter.
22. The ability to rent may be limited by the availability of a keyholder and/or sound technician.
23. All facility and equipment use must be consistent with, and not infringe on, the values, mission, beliefs and goals as stated in the Constitution & By-Laws of The Freedom Centre Church - Edmonton.
24. Written permission must be obtained from Freedom Centre Church before using the FCC logo or branding in any promotional materials or literature.
25. By entering into this agreement, FCC in no way endorses the presented event and in no way surrenders its right to manage and supervise its property under the normal rules governing its operation. If information provided in the Facility Rental Agreement is not accurate, or event activities are not in compliance with the Facility Rental Agreement, FCC reserves the right to cancel the event while in progress with no refund.
26. FCC reserves the right of refusal and can limit activities on our premises at our discretion at any time.

Renter will initial this page as having been completely read and understood: _____

RENTER INFORMATION

Name (the "Renter"): _____
Authorized Representative: _____
Mailing Address: _____
Email Address: _____
Phone Number: _____ Cell Number: _____

BOOKING INFORMATION

Type/Purpose of Event: _____
Setup/Rehearsal Date: _____ Setup/Rehearsal Time: _____
Event Date: _____ Event Start Time: _____
Event End Time: _____ Cleanup Completed Time: _____

RENTAL FEES

Please indicate number of hours or days and the resulting cost. The rental time includes all time in which the facility is used, including time needed for setup, takedown, rehearsal & cleaning. (Damage deposit also required.)

<u>Rental Area</u>	<u>Rate</u>	<u># Hours/Days</u>	<u>Cost</u>
Common Room (incl. kitchenette)	\$25/hr. to a max. of \$125/day	_____	_____
Basement Auditorium	\$25/hr. to a max. of \$125/day	_____	_____
Basement Kitchen	\$15/hr. to a max. of \$125/day	_____	_____
Sanctuary	\$35/hr. to a max. of \$175/day	_____	_____
Upstairs Nursery*	\$15/hr. to a max. of \$75/day	_____	_____
A/V System with technician (incl. setup & takedown)	\$25/hr.	=====	=====
	TOTAL =	=====	=====

- * The upstairs nursery shall be made available only if the following is adhered to:
- Constant and adequate supervision is given to the children by the Renter and insufficient supervision of children is unacceptable,
 - Nursery workers are the responsibility of the Renter, and
 - Use of the nursery is prohibited unless the booking is included on this form.

The Renter covenants with The Freedom Centre Church - Edmonton (hereafter FCC) to indemnify and save FCC against and from any and all claims, including all claims for personal injury or property damage arising from any conduct of or by or through any act of omission of the Renter and against and from all costs, counsel fees, expense and liabilities incurred in or about any such claim or action or proceeding brought thereon, whether such claim from the Renter's activity on or off the church premises. Accident and Liability Insurance are recognized to be the responsibility of the rental group.

FCC shall not be liable or responsible in any way for any loss or damage or injury to any property belonging to the Renter of for which the Renter may be responsible whether such property is on or off the premises.

I/We understand, agree to and accept the terms, conditions and fees in this Facility Rental Agreement.

Signed: _____ Date: _____
 Renter's Representative

Signed: _____ Date: _____
 Freedom Centre Church's Representative