

MINDEN UNITED CHURCH

SANCTUARY RENTAL POLICY

- The Total fee for rental of the Church Sanctuary is \$250.00, broken down \$225.00 for the Church, and \$25.00 for the Janitor, with the exception of Church sponsored or non-profit association events which can be negotiated. Either Church Council or the Finance & Property Committee can approve any reduction in rates.
- Practice sessions in the Sanctuary, booked in advance of the event, have a fee of \$50.00, providing the Sanctuary was left in the same condition upon their exit as their entrance.
- The organ must not be moved.
- Any moving of other stage items must be moved by the renter under official Church supervision.
- Third party groups (i.e. non Church related groups and Non Church members or adherents) requiring use of the Church building and its facilities must provide, in advance, a document of insurance outlining their liability coverage (minimum \$2 million) with specific reference to Minden United Church as additional named insured. Event insurance can also be purchased from our insurer (Bookings Person has contact information. Alternately and as might apply to the most infrequent of users, a Waiver of Liability Form must be submitted bearing two signatures of the responsible persons (Copy attached).
- Bookings for rental of the Sanctuary are to be made through the Church Office Secretary, and the attached “Agreement for the Rental of Minden United Church” form completed by the renter.
- The attached “Minden United Church – Check-list for Sanctuary and Basement Rentals” will be followed by the Church Secretary to ensure the rental runs smoothly.

April 2009

MINDEN UNITED CHURCH

BASEMENT RENTAL POLICY

- The Kitchen is not to be rented to outside groups. The UCW will have full control of the kitchen use, however the use of an electric kettle by a group would not be an issue. Any catering services provided by the UCW will be arranged with the UCW, and payment made directly to the UCW.
- The Total fee for rental of the Church Basement is \$40.00 for a Non-Profit Group, and \$100.00 for full day and \$75.00 for ½ day for a Commercial Group. Use of the Basement for such events as “showers” held by Church Members and Adherents and church sponsored events are free.
- Set up of the basement will be done by the renter, unless otherwise agreed.
- The Church Basement must be left in the same condition upon renters’ exit as their entrance.
- Third party groups (i.e. non Church related groups and non Church members or adherents) requiring use of the Church building and its facilities must provide, in advance, a document of insurance outlining their liability coverage (minimum \$2 million) with specific reference to Minden United Church as additional named insured. Event insurance can also be purchased from our insurer (Bookings Person has contact information). Alternately and as might apply to the most infrequent of users, a Waiver of Liability Form must be submitted bearing two signatures of the responsible persons (copy attached).
- Bookings for the Church Basement are to be made through the Church Office Secretary, and the attached “Agreement for the Rental of Minden United Church” form completed by the renter.
- The attached “Minden United Church – Check-list for Sanctuary and Basement Rentals” will be followed by the Church Secretary to ensure the rental runs smoothly.

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MINDEN UNITED CHURCH

21 Newcastle St., Box 247

Minden, ON K0M 2K0

(705) 286-1470

Email: highhills@interhop.net

Agreement for the rental of Minden United Church:

Sanctuary

Basement

Booking Date _____

Name of Applicant _____

Address _____

Contact Name and Phone No. _____

DATE _____ **TIME** _____ **Event** _____

Extra time (date) Required for Set up _____

Special Equipment Required : _____ .

Rental Cost : _____ .

Event Insurance Company _____ Policy Number _____

(Minimum \$2,000,000 Liability Insurance to be confirmed; with the church recorded as an additional insured.)

Rental and Caretaking Charges and information can be obtained by calling (705) 286-1470.

Please make payment to - Minden United Church.

For Catering Services please contact the U.C.W. through Pat Thornett at (705) 286-3026.

I have been shown, been informed of, and understand emergency procedures.

Applicant Signature: _____

SIGNATURE

For Applicant _____ For Minden United Church _____

Payment Received – Minden United Church- Per _____ .