

ST. ANDREW'S UNITED CHURCH

9025 Glover Road – Box 399, Fort Langley, B.C. V1M 2R7

Telephone: 604-888-1641 / Fax: 604-888-1694

Office Hours: Tuesday & Thursday (9am – 1pm)

Building Use Contract

Group Name: _____

Contact Person: _____

Address: _____

Telephone: (day) _____ (evening) _____

Event or Activity Planned: _____

Area Required: Hall Sanctuary Other _____

Rate: _____

Equipment Required: Number of Tables: _____ Number of Chairs: _____

Kitchen Facilities: No Yes (If yes, add \$40.00)

Day(s) Required: _____

Date(s): from _____ to _____

Time Required: from _____ to _____

Refundable Damage Deposit (if applicable): \$50.00 Key Deposit: \$25.00

Comments: _____

Advise the Church Office immediately of changes to this information.

“I hereby agree to abide by the principles and policies printed on the reverse, to assume responsibility for adherence to them by all the attendees, and to work cooperatively with all individuals and groups involved.”

Signed:

For St. Andrew's United Church

For User Group:

Date: _____

Date: _____

.....
Deposit(s) Paid: Rental Amount Paid: Date Paid: _____

Key Issued? NO YES (Issued to _____ Date _____)

Building Use Principles and Policies

St. Andrew's United Church Congregation wishes to make its church halls available to various groups and approval is based on certain policies herein described.

AVAILABILITY:

1. Will be available to responsible groups or individuals only.
2. Church use will take precedence. Any group/individual must be prepared to take an alternate place and time, if the hall is required for a Church oriented activity.
3. The kitchen equipment is not available unless prior arrangements have been made.

COST:

1. All fees are due in advance.
2. Refundable \$50.00 damage deposit is required for one-time users.

RULES & REGULATIONS:

1. **NO ALCOHOL** is to be brought onto United Church premises.
2. Familiarize yourselves with Fire Exits and Fire Extinguisher locations.
3. Your group is responsible to place and remove chairs, tables, etc.
4. **NO SMOKING INSIDE THE BUILDING.**
5. Facilities are to be left clean. In the event that cleaning is required after your group has left our facility, you will be charged at the rate of \$50.00 per hour.
6. Turn out lights and turn down thermostats before leaving.
7. All windows and doors must be closed and locked before leaving the premises.
8. Your group must be controlled to prevent damage to furniture, floors, walls, etc.
9. No storage is available.
10. All garbage is to be removed from the premises.
11. Keys are issued sparingly for security reasons. Opening and closing arrangements will be discussed at time of booking our facility.
12. Open flame is not permitted in any area without permission. This includes the use of candles in all areas of the Church.

NOTE:

The United Church (or its elected representatives) is not responsible for loss, damage or injuries. We provide the facilities and expect you to inspect them as to suitability and safety.

The availability of St. Andrew's United Church facilities
is subject to acceptance of the above policy.