

REQUEST FOR SPACE

TRILLIUM UNITED CHURCH

415 Linwell Road, St. Catharines, ON L2M 2P3
Phone: 905-935-5369 | Email: office@trilliumunited.ca

Date Required: _____

Day Required: Mon Tue Wed Thu Fri Sat Sun

Name: _____

Phone: _____ Email: _____

What is the purpose of your rental?

Expected attendance: _____ Time In: _____ Time Out: _____

Main Level

Ruby Carroll Hall	\$50.00 per hour
Beeshey Memorial Kitchen	\$50.00/half day
Evelyn Boyd #1	\$50.00/half day
Evelyn Boyd #2	\$50.00/half day
Fellowship Room & Kitchenette	\$50.00 /half day
Sanctuary (Worship Committee approval required)	\$50.00 per hour

You MUST have permission to use the piano. Do not place anything on *the Piano*.

1) Key Required: No Yes: Key No: _____

2) Will alcohol be served? No Yes: Council approved *Guidelines for serving wine & spirits* provided
AGCO Special Occasion Permit received in Office Insurance for serving spirits received

3) Proof of Liability Insurance is required. The Certificate of Insurance should indicate that Trillium United Church has been named as an Additional Insured on the user's policy. If insurance needs to be obtained, feel free to use the following link: <https://ucc-protect-united.instantriskcoverage.com/login>

4) Cost of Room: \$_____ Payment in Full Received by: _____

5) Cost for Technology: PowerPoint Sound (Microphones) Live Streaming

6) Set-Up & Take-Down by Custodian required? No Yes Custodian's Fee: _____

7) Security Deposit Required (\$100.00) Due on date of booking.

Equipment or furnishings required: _____

I have read and agree to comply with the terms for room usage set by Trillium United Church as per the *Facility Users' Responsibilities* document:

Signed: _____ Date: _____

Please Note: Memorial Services and Funeral Services take priority over all rentals.



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FACILITY USERS' RESPONSIBILITIES

- 1) All users of Church facilities are advised that a situation may arise, such as a memorial or funeral service, in which the Church has need of the room(s) which you may have reserved. Please note that in such a case, Trillium United Church reserves the right to move your event to other room(s) or refund the cost of your room *only*, if space is not available or the offered rooms are not suitable.
- 2) The facility user is responsible for the conduct and supervision of all persons admitted to the Church buildings and grounds to attend your event. Please note that other groups may be using the building during your event. **PLEASE ONLY USE THE ROOM THAT YOU HAVE RESERVED.**
- 3) Fire Safety - We are required by our insurer to protect to the best of our ability your safety and the safety of your guests/attendees. Please note the locations of the closest fire exits and fire alarms as indicated to you.
- 4) Please confine your group to the area(s) you have rented and the nearest washrooms, as identified by the Office.
- 5) All Church property, including but not limited to furniture and equipment, must be returned to its original place as found prior to the start of your event. Facility users can **hire** our church Custodian to assist with set-up and take-down if necessary.
- 6) Unless Custodial services have been arranged, the facility user is responsible for cleaning the room(s) used and returning housekeeping items to their storage areas. **Under no circumstances is confetti or glitter allowed in any of our rooms.**
- 7) The facility user is responsible for the costs of cleaning, fixing or replacing any Church property that was defaced, damaged, broken, lost or stolen during your reserved time. The facility user is also responsible for removing all garbage and recycling accumulated during the reserved time. Any failure to comply with this rule will result in an additional charge for your use of our facility.
- 8) Please note that there is no smoking in the Church building or on Church property.
- 9) When using the Sanctuary, please note that nothing is to be set on the piano, and the piano is not to be moved.
- 10) The cost of responding to a false alarm during your booked time will be billed to you or your organization, as billed to the Church from the Police Department, Security Service, or elsewhere.
- 11) Please contact the office at (905) 935-5369 or office@trilliumunited.ca for assistance or clarification of any of these requirements. Our Property Manager can also be reached at 905-984-0268.

****I have read and agree to comply with the terms for room usage set by Trillium United Church on this *Facility User's Responsibilities* document:**

Signed: _____

Print Name: _____

Date: _____