

Facility Rental Charges

The Mission Church
1156 Norfolk County Road 28
Langton, ON N0E 1G0
(519) 875-2414

themission@kwic.com

(For Bookings by Private Groups, Families, or Individuals)

Date Requested: _____ Time: _____ To _____

Name / Organization: _____

Address: _____

Phone: _____ Email: _____

Reason for Use: _____

	Minimum Fee	Total
Sanctuary (meetings or weddings)	\$150/event	\$
Gymnasium Kitchen required: <input type="checkbox"/> yes <input type="checkbox"/> no (please notify church at time of booking if facility is needed the day before event for set up)	\$150/event	\$
Gymnasium (seasonal rate)	\$200	\$
Pavilion (use of kitchen/washrooms)	\$150/event	
Pavilion (use of washrooms only)	\$75/event	
Tablecloths (at church facility)	\$25/event	\$
Pastor	\$200/event	
Musician (Rehearsal & Wedding)	\$ 100/event	\$
Sound System Operator (Rehearsal & Wedding)	\$75/event	\$
Chair rental (outside of facility)	\$1/chair	\$
Table rental (outside of facility)	\$5/table	\$
Funeral (for providing luncheon) (*no charge for use of building)	\$6/person	\$
Total		\$

Additional Fees

For conferences and large groups a \$2,000,000 certificate of insurance will be required.

Note: Deposit of \$100 is due within two weeks of reservation or the date will become available to others.

Acceptance

I have read and understand the terms and conditions under which the use of the facilities of The Mission Church is granted. Further I have read and understand the Statement of Faith of the Church provided and understand that use of the facility must conform to these conditions. I/we accept responsibility for the conduct of all attendees.

Group Coordinators Name: _____

Group Coordinators signature: _____

Date: _____

Approval

Approval is hereby granted in accordance with the application information provided.
Church Representative:

Signature: _____

Date: _____

Deposit Amount: _____

Amount Owing: _____

The applicant has paid the full amount owing:

_____ (Church Relations Director)

The funds have been given to the Treasurer

Copy of agreement has been sent to Trustee Chair

Copy of agreement has been sent to Menu Committee Chair

Copy of agreement has been sent to the Financial Secretary

Custodian has been notified of the event

Facility Supervision

Supervision of the facility is required by a representative of the renter 21 years of age or over for each event. This person will also lock and unlock the building. Responsibilities noted below. Please note that if you are supervising you must pick up a key to the building from the church office during normal working hours.

Responsibilities Of Supervisor of An Event:

- 1) The supervisor is responsible for the church during the time that it is booked and should be the last one to leave making sure all church doors are locked.
- 2) The supervisor should make occasional checks throughout the building. Children should be restricted from running freely throughout the building.
- 3) If something gets broken, it must be reported or fixed. If there is an emergency such as a toilet backing up or a flood of some kind you are responsible to care for it and not leave until it is cared for. One of the Trustees must be notified by calling either **Jeff Thomas 519-854-7020** or **Dieter Vogelsang 519-584-5967**.
- 4) Before leaving, all doors should be locked, dishes done, kitchen left in good order. Lights turned off, bathrooms checked, toilets flushed.
- 5) A short meeting with the church secretary will be requested for those not familiar with supervising.

Facility Rental Policy – The Mission Church

The Mission Church has established the following policy to govern the use of its facilities. The purpose of the policy is to define the use of the total facility, establish guidelines and mechanics to handle requests for use so that the policy may be applied in a uniform and consistent manner.

In general, all church property is subject to the control and direction of the Church Board of the Mission Church. The facility functions to facilitate the ministries of the church. We invite the public to participate in its ministries.

GENERAL GUIDELINES AND CONDITIONS FOR FACILITY USE

The facility is primarily established for the activities and purposes of the worshipping congregation but may be rented out to individuals, groups, other registered charities and non-profit organizations for activities that conform to the purpose and mission of the church and its beliefs as expressed in our BIC Canada Handbook On Faith and Life (available on the Be In Christ Church Of Canada web-site beinchrist.ca) In all cases, a Board approved activity has established priority over rentals in the event of availability conflicts.

All persons / groups renting the facilities of the Mission Church must read and sign the rental agreement indicating that for the purposes of their activity they are willing to conform to the guidelines as outlined in this document and being subject to our BIC Canada Handbook on Faith and Life. The church reserves the right to refuse rental and/or to terminate rental to

persons or groups who cannot be subject to these conditions. Any funds deposited if an event is cancelled at the discretion of the church will be refunded.

The facility will be scheduled only on the basis of availability after consulting with our ministry leaders and staff. Programs of our church will always get first priority in facility use.

With the exception of a wedding, wedding reception, major conference event or concert, we will not reserve the church building more than 8 months in advance of the event.

Groups reserving the church but not using the church will still have to pay a basic \$100 fee even if the event is never held at the church.

Recognized organizations, conferences, concerts, or other charities or non-profits using the facilities will be asked to provide a certificate of insurance for their event.

Church furnishings and kitchenware are not available for rent.

Informal recreational use of the church and music practices by persons who are part of our fellowship are allowed but must be scheduled through the church office and/or cleared by a staff member. The individuals / group must be supervised by a responsible adult at least 21 years of age. Permission to use equipment must be granted by Church staff and the activity must not interfere with regularly scheduled programs or activities which the facility has been reserved for. If there is a conflict of schedule the group that has reserved the church or regularly uses it takes priority. There is no charge for these activities as these are deemed a regular part of our life together.

The Following Activities And/or Practices are Prohibited for Persons or Groups Using Church

Facilities:

1. Smoking inside church facilities and within 30 feet of the building.
2. Possession and/or consumption of alcoholic beverages, cannabis, or illegal substances.
3. Music and movies containing content that is sexual in nature.
4. Activities or games involving gambling. Lottery tickets shall not be sold or given as prizes.
5. Activities or contents of programs which are demeaning to individuals, races, or genders.
6. Presentations which are contrary to the beliefs of the historic Christian faith.
7. The use of candles is restricted due to the inherent fire hazards associated with them. The conditions in the Appendix must be adhered to.
8. Same sex marriage ceremonies may not be performed in our facility as clearly stated in our Be In Christ Church Of Canada Handbook on Faith and Life.

Directives for Persons Using the Facilities Of The Mission Church

1. Persons renting the facilities must leave them in the condition they were found and return any equipment to where it was found.
2. The person supervising a group accepts responsibility for behavior of individuals in the group while using the facility. Children must be supervised and should not be wandering throughout the building.
3. Damage or breakage must be reported. Any damages shall be the responsibility of the renters and will be billed to them. Failure to cover costs may be grounds for refusing future rental.

4. Contents or views of event participants do not necessarily reflect the beliefs of our church. Any implied sponsorship or endorsement of your event by our church is prohibited. Use of the BIC Logo or The Mission Church logo in connection with an event is prohibited.

Procedure For Facility Rental

1) All requests for the use of the Mission Church facility must be made in writing on the "Request for Facility Use" form. Funerals are exempt from this process. Weddings may not be booked until the Pastor's permission is obtained. The Pastor will screen persons officiating at weddings to ensure they are in compliance with our statement of faith as outlined in our BIC Handbook on Faith and Life. In matters of dispute the Church Board shall be consulted and make the final decision. The Church Board reserves the right to deny use of the facility for events where our common values and statement of faith (as stated in our BIC Canada Handbook on Faith and Life) is not upheld. The completed form shall be submitted to the church office for approval.

NOTE - Completion of the "Request for Facility Use" form does not guarantee use of the facility. Only when approval from the church has been given will the rental be confirmed.

2) It is a requirement that the individual seeking to rent the facility or person(s) representing the group seeking to rent the facility read and sign that for the purpose of their event they are willing to conform to the conditions of rental. The completed request form will be forwarded to the Church Secretary for processing and approval. The response will be communicated back to the renter in reasonable time to confirm or deny the request.

3) Official groups or organizations will be asked to provide their own insurance and must provide a \$2,000,000 certificate of insurance to ensure this has been obtained.

APPENDIX - USE OF CANDLES IN THE FACILITY

Because of the inherent fire hazard associated with the use of open flames in the church facility, the following regulations are conditions for use:

- Facilities staff must be informed of the intended use at the time of booking.
- The placement and number of candles must be approved by a Pastor, Trustee Chairman or designate.
- All flames must be enclosed in a glass enclosure (example – hurricane globe). Exceptions (example – unity candle for weddings) require prior approval.
- Candles must be placed on a non-flammable surface.
- A fire extinguisher must be kept/brought into any room in which candles are used.
- Any exceptions to the above must have the approval of the Trustee Chairman or designate.