

**St. Paul's United Church**

**65 Kings Crescent, Ajax, Ontario L1S 2M4**

**(P) 905-683-4740, Email: [office@stpaulsajax.org](mailto:office@stpaulsajax.org)**

**Facility Use Agreement**

This document outlines the terms and conditions which govern the use of facilities at St. Paul's United Church, 65 Kings Crescent, Ajax, Ontario.

**Event Details:**

Organization (User):

Contact Person:

Phone Number:

Email Address:

Description of Event:

Date(s) of Event:

Facility Requirement:

Start Time:

End Time:

Total Charges:

## Terms and Conditions

- No alcohol or drugs are permitted on the property.
- Smoking is only allowed outside.
- All cigarette butts must be deposited in the containers provided and not left on the ground.
- Games of chance involving the exchange of money are not allowed.

The User is responsible for adhering to the Guidelines for the Use of Church Facilities attached as Schedule "A" which forms an integral part of this agreement.

The User is responsible is for the set up and clean up for their event. Sufficient time for this should be included in the time period booked. All spaces used must be left in clean, tidy and sanitary condition (includes washrooms and common areas) and all items returned to their original location. An additional cleaning fee of \$75 may be charged if this requirement is not satisfied.

A representative of St. Paul's (Rental Steward) may be required to be on site during your event. The Rental Steward would provide access to the church, deal with any issues or questions which might arise, complete a cleanup inspection, and close and secure the church after the event is finished. An additional fee will apply in this case.

The User acknowledges that St. Paul's will not be held responsible for any damage, loss or injury whatsoever resulting from the use of the church facilities for whatever purpose. The User agrees to indemnify St. Paul's, it's Trustees, Officers, Members and Employees against any such claims that may arise from your use of the facilities and waives any and all liability in respect thereof. In the event of damage to church property, the User agrees to pay all related costs. You are required to provide evidence of comprehensive general liability insurance coverage in an amount of at least \$1,000,000 showing St. Paul's United Church as an additional insured.

This Agreement covers your use of a specific area(s). You are responsible for ensuring that attendees do not access other areas of the church. You can use the washrooms on the floor where the event is located and the telephone located in the basement hallway.

For safety and security reasons, the doors to the church must remain locked at all times. Any one attending an event should ring the doorbell so that they can be let in or alternatively you should post someone at the door until everyone arrives. In no circumstances, should the doors be left unlocked and unattended.

The use of the facilities by other groups must be respected at all times.

In the event of extenuating circumstances (e.g. funeral) the User may be asked to relocate to another room or to cancel/postpone the event.

Any notice of cancellation must be made by the User in writing or via email to the church office at least 1 week in advance of the event.

St. Paul's reserves the right to cancel or suspend the agreement.

Any keys issued to the User must be returned to the church office at the end of the event or at the end of the User's regular season.

A cheque payable to S. Paul's United Church covering the total charges along with a Certificate of Insurance should be delivered to the church office at least 10 days prior to the event.

We acknowledge having read the agreement and agree to abide by all of it's terms and conditions.

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Date

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User

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Date

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St. Paul's United Church