

Toronto United Mennonite Church (TUMC), Mennonite New Life Centre Toronto (MNLCT), New Life Church Toronto (NLCT)

("the partners")

Rental Agreement

Revised June 2024

ROOM RENTAL APPLICATION [rental date: _____]

To book a room for your group or function, please complete and return the following:

Name of Applicant: _____

Address: _____

Telephone: _____

Email: _____

Date(s) requested: _____

Time: From _____ to _____ each of the above listed days (*minimum 3 hours will be charged*)

P.O. # _____

Non profit Registration # _____ (*as applicable*)

[FOR RENTALS DURING NON-BUSINESS HOURS]

Name of event Site Supervisor _____ (*assigned by office*)

Rentals during non-business hours require an event Site Supervisor to provide building security and assistance. An additional fee of \$25.00/hour, to cover the Site Supervisor's time, will be added to the rental cost for this purpose. The minimum time for a Site Supervisor is 3 hours. Statutory Holidays will be charged at 2-1/2 times/hour.

Purpose of the function: _____

Number of people expected to attend: _____

Room(s) being requested _____

NOTE: Capacity rental fee - a discount may apply to bookings of several rooms at once.

OFFICE USE

Room(s)		Rate First 3 Hrs		Add'l Hrs

Sub-Total - Space Rental \$ _____

Charge for Event Site Supervisor (\$25/hr) \$ _____

Optional Custodial Cleaning (\$25/hr; min 2 hrs) \$ _____

Security Deposit (Refundable) \$ _____

TOTAL DUE \$ _____

(Please make e-transfer payable to treasurer@tumc.ca)

SUMMARY OF POLICIES:

Affirmation

The “partners” are committed to a policy of non-discrimination based on race, creed, colour, national origin, political or religious affiliation, gender, sexual orientation, age, marital status, family relationship, or disability. We are an LGBTQ-respectful space. Renters/ tenants , by virtue of the inclusion of this affirmation in the rental agreement are required to support this policy affirmation in all activities occurring in this building and in their organization business social media and any other public – facing activities.

RENTAL COSTS

The room rental fees cover the use of the room(s) for the times specified only, as well as the furniture set up for the primary function of the church use. This is the full extent of the rental service.

ADDITIONAL CHARGES

Requests for equipment, services or hours which have not been identified in this contract cannot be guaranteed but when it is possible to meet additional requests, there will be an additional charge for these services.

EQUIPMENT RENTALS

Equipment rentals available include - microphone, overhead projector, slide projector, music stands, piano. Please inquire about the cost.

SITE SUPERVISOR AND CUSTODIAL SERVICES

A site supervisor must be in attendance to cover any safety issues and concerns. The fee for a site supervisor service is \$25 per hour for each booking that is scheduled outside regular business hours. Our office hours are Monday to Friday from 8:30 a.m. - 5:00 p.m. The hourly rate is charged from the arrival time of the first guest to the departure of the last. The hourly rate doubles if guests stay beyond 10:00 pm. Bookings made during statutory holidays are chargeable at 2 ½ times the regular rate for all hours booked.

EVENT INQUIRIES

It is required that the rental group provides the phone number of their organization in their event advertising in order that patrons may make inquiries directly to them. Toronto United Mennonite Church (TUMC) is not equipped to handle incoming inquiries.

ROOM DECORATIONS

No items may be attached to walls or ceilings without prior approval.

PARKING

Any parking needs must be arranged with the Rental Administrator prior to all events and may be subject to surcharges. If your event is scheduled at the same time as a wedding or a funeral, parking is not permitted on the church property. Alternatively, the Queen Street streetcar stops at the church and there are Toronto Green P parking lots nearby.

SMOKING

Smoking or Vaping is not permitted in any part of the church building nor on the church property. Please ensure that smoking and vaping occurs at least 9 meters from any entrance to the building.

APPROPRIATE USE OF FACILITIES

All rented rooms and adjacent facilities used by the booking group (i.e. hallways, washrooms, etc.) must be left in the same condition of repair and cleanliness as they were found upon arrival.

All food, equipment and other materials belonging to the group must be removed by the close of the rental period; this includes balloons and supplies. Failure to meet this latter requirement will result in additional clean-up charges and removal of materials. Special effects devices are not permitted.

CLOSING HOUR

Due to the residential nature of the building's location, the building does not stay open beyond 10:00 p.m. By this hour, all functions must close, and guests depart the premises in a manner respectful to the neighbours. Special permission must be obtained for any reservations needed between the hours of 10:00 p.m. and 8:30 a.m.

Note: Rates for future rental agreements are subject to change based on an annual review by the "partners".

CERTIFICATE OF INSURANCE & WAIVER OF LIABILITY

The “partners” do not assume responsibility for individuals and/or groups for any accidents that may occur on church property. In this regard, the “partners” require the renters to provide a Certificate of Insurance naming the “partners” as an Additional Insured party showing proof of commercial general liability coverage of at least \$5.0 million.

_____ (*name of organization*) hereby waives any and all claims against the “partners” for any personal or property accident or loss which may be sustained on the Church premises.

I confirm to have read, and my group/organization agrees with all the details outlined in this document (pages 1-4) and will abide by the policies and expectations related to renting facilities at 1774 Queen St East.

I understand the booking may be canceled or moved to another room, with one day’s notice, in the event of a funeral.

Rental arrangement approved by:

MNLCT / TMNLC / TUMC Representative *Date*

Renters Representative *Date*

Renter Signature: 