

ROOM RENTAL POLICY

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

(“the Partners”)

Revised December 2024

The Partners welcome organizations and individuals to rent spaces within the building while expecting that all who rent spaces will respect the building and its primary function as a religious meeting place. The Partners share space that is a welcoming site for all regardless of religious affiliation, gender or sexual identity, etc. Renters must share the same philosophy. The Partners’ building is located on a residential street and all those who rent space or who are tenants are expected to respect our neighbours with strict adherence of participants to safety, noise, nonsmoking, garbage, parking and other policies.

General Statement of Accessibility

The partners are committed to provide accessible access to people with a variety of mobility needs. Currently there is a wheelchair accessible ramp from the front sidewalk to the Main Level.

An Elevator, accessible from the Main Level, services all levels.

There is an accessible, universal, all-gender washroom on the Main Level and an accessible stall in each gendered washroom in the basement.

General Guidelines

1. The facilities of the church are available for use by qualifying community /religious groups, and all events that are compatible with the tenets and stated philosophy of the Partners. (see Appendix 1)
2. Rates are based on the direct cost to operate the facility (gas, water, hydro, kitchen and bathroom supplies, administration, garbage removal, cleaning, building maintenance and staff related to rental costs) and are consistent with rates charged at similar facilities in the area.
3. There are rates for Not-for-Profit renters/tenants and for For-Profit renters/tenants and for long-term renters.
4. The church is not a commercial facility. To maintain low-cost access for community groups, we depend upon their cooperation and participation in scheduling and in cleanliness.

5. There is a Fire Plan which all renters/tenants/custodians need to be familiar with and adhere to. All short-term renters will have a Site Supervisor identified on-site during the rental period and are required to follow all instructions of this person.

Renters and tenants must have their own liability insurance as per the Policy below:

Mandatory Insurance Requirements Commercial General Liability (CGL) Insurance of \$2,000,000 per occurrence (for low-risk Licensees) or \$5,000,000 per occurrence (for high-risk Licensees), including:

1. Tenant's Legal Liability: coverage of not less than \$250,000;
2. Additional Insured's: both the Incumbent and Partners (TUMC, MNLCT, TMNLC) must be listed as additional insureds.

Groups must either provide proof of insurance using the Certificate of Insurance to the Partners or complete the Insurance Application and pay the appropriate fee. The insurance company determines the fee as a flat rate. In either case, the Partners will assess the level of risk involved for the group using the building, which will determine the limit request.

The partners can provide a contact for the renters/ tenants to arrange insurance.

General Policies for all Renters and Tenants

1. Access to on-site parking can be arranged with advance notice, but as the lot is shared with neighbours and building users, we cannot guarantee availability of parking for all renters. Street parking and commercial parking lots are available nearby.
2. Smoking or vaping are not permitted in the building or on the property, nor within 9 meters of any entrances to the building (City of Toronto Bylaw).
3. Storage of any equipment must be approved in advance. Availability and security of storage cannot be guaranteed. Storage would be permitted at your own risk.
4. Each usage must be scheduled and approved in advance with the Rental Administrator.
5. Bookings cannot interfere with the services of the church and other partners. The partners reserve the right to cancel events or modify bookings on rare occasions because of unscheduled events (such as funerals).
6. The partners will not promote renters' events. Upon requested, and pending approval by the partners, temporary signage may be placed.
7. Rates are reviewed and are subject to change according to the partners' costs.
8. The partners reserve the right to levy additional charges, including but not limited to costs resulting from damage to facilities or additional clean-up costs incurred by the renters.

9. Groups are responsible for tidying the space and returning it to original condition, placing garbage and recycling in the receptacles provided. Excess must be removed. Any signage or changes in décor must be removed before leaving the premises. Failure in doing so may result in being charged for custodial services, to be deducted from the security deposit provided. Custodial services can also be pre-arranged for \$25/hour for a minimum of 2 hours. Set up and take down may be available for an extra fee on request.
10. The Partners consider the safety of vulnerable persons to be of paramount importance. A **Safe Church Policy** (see Appendix 2) is in place and to be followed for the protection of children and youth under the age of 18 (and vulnerable adults). Programs that involve children under the age of 18, require the presence of two (2) unrelated adults during the activities. All such programs (involving children under the age of 18) may be monitored by the site supervisor, building staff, or other identified individuals.
11. The partners will provide the **Anti-Discrimination and Harassment Policy and Violence Prevention Policy** (see Appendix 2) which must be read by the renters/tenants and the renters/tenants will be held accountable to the adherence of these policies and procedures.
12. The Level 1 Meeting Room and Level 3 Meeting Hall are equipped with sound and audio/visual systems that can be made available, if requested in advance, and if there is a qualified technician available. Additional fees will apply.
13. The chair configuration and audio/visual equipment throughout the space changes to suit the needs of the congregations. Groups are responsible for consulting the Rental Administrator 2 weeks in advance of their event for current seating arrangement, and to arrange a change in configuration if needed. Fees may be applied for requests to move furniture by building staff. The pulpit, communion table, and audio/visual equipment in the Level 1 Meeting Room and Level 3 Meeting Hall is not to be moved by renters.
14. Food and drink is not permitted in the Level 1 Meeting Room.
15. The Rental Administrator must be informed of any changes in dates and times of events. If notice is not provided within 30 days prior to the planned event, the security deposit may not be refunded, at the discretion of the Partners.
16. Access to the building begins at the earliest time specified in the Rental Agreement. Early access to set up spaces before an event must be included in the rental.
17. All participants must vacate the building by the time agreed, which will be no later than 10:00 p.m. At the discretion of the Partners, participants may need to vacate earlier.
18. Late departures will incur additional fees.

Security Deposit

1. A Security Deposit of \$100-\$400 depending on evaluated risk (refundable) by e-transfer is required at the signing of the Rental Agreement. The Security Deposit will be refunded in full, upon satisfactory review of the rented space.

Tenant Agreements

1. A Rental / tenant Agreement must be signed by the Rental Administrator before the first use of the building. This Agreement sets out the payment schedule, purpose of the meeting and group contact/s and length of the Agreement. Upon expiration of the Agreement, a new Agreement will be set and fees may need to be adjusted.
 - 1.1 A booking is not confirmed until the Rental Administrator receives the following:
 - ✓ rental agreement and fees (as found on the last page of this document)
 - ✓ proof of insuranceA booking is only tentative until these requirements are met, and the time and space can be rented to another group if documents and fees are not received in a timely manner.
2. General Payment Terms
 - ✓ The rental agreement identifying the fee will act as a receipt when payment is received in full.
 - ✓ Payments and security/damage deposits are to be made by e-transfer to treasurer@tumc.ca.
 - ✓ The Renter / tenant is responsible for insurance, Site Supervisor, custodian, and audio-visual fees as applicable.
3. Long Term / Recurring Rentals
 - ✓ Payment is normally due the first business day of the month for that month.
 - ✓ Failure to pay fees by the conditions specified in the Rental Agreement may result in the suspension of events, or the cancellation of the Agreement.
4. Occasional / Single-Event Use
 - ✓ Security/damage deposits and all applicable fees are due at the time of the booking confirmation. Additional fees may be levied if additional services are required.
 - ✓ Failure to pay fees may result in the cancellation of the event.

Cancellations and Refunds

1. Long Term / Recurring

1.1 Written notice of termination of rental must be made to the Rental Administrator as per the rental agreement.

2. Occasional / Single-Event

2.1 Written notice of cancellation of an event must be provided to the partners as follows:

- ✓ 100 % refund if notice is provided 14 days in advance of the event.
- ✓ 50 % refund if notice is provided 7 days in advance of the event.
- ✓ There is no refund for less than 7 days advance notice. Exceptions may be considered (see No 3 below).
- ✓ The security/damage deposit may not be refundable.

3. In the event the Partners receive written notice of cancellation less than seven (7) calendar days before scheduled event (including after a cancelled event), no fees will be refunded, however fees paid may be applied to a rescheduled event within six (6) months of cancelled events. Any Site Supervisor fees are not transferable and will be incurred for both the cancelled event and any rescheduled event(s).