

# Rental Agreement Policy for Fountaingate Christian Assembly



## FOUNTAINGATE CHRISTIAN ASSEMBLY

GENTLY OFFERING HEALING, HEALTH AND HOPE  
IN A HURTING WORLD

WELCOME TO ALL

949 MOHAWK DRIVE  
CORNWALL, ON K6H 5R6  
613.938.0685

[WWW.FOUNTAINGATE.ORG](http://WWW.FOUNTAINGATE.ORG)

### Facilities Values:

1. We have a beautiful property that represents the dedication and investment of the congregation for 20 years.
2. The primary purpose of our building is to provide facilities for the ministry and activities of the church, its members and affiliated organizations. We seek also to make the building available to others in our community as a place for devotion, for education, or for recreation, without, however, assuming responsibility for the opinions or activities of any organization which is not officially connected with our church.
3. If your event is advertised or announced as being open to the public, all persons who present themselves must be admitted within the capacity of the facilities contracted for, regardless of race, creed, national origin, disability or gender.
4. We are committed to environmentally responsible use of all resources. We ask renters of our facilities to help fulfill this commitment by using our recycling bins.
5. Our church is wheelchair accessible.
6. Smoking is not permitted anywhere inside the church building.
8. There is ample parking on our property as well as on Mohawk Drive.
9. We ask those wishing to use our church facilities to be sensitive to the fact that they are renting a place of worship and ministry for our church family.

# Rental Agreement Policy for Fountaingate Christian Assembly

## General Policy:

1. The priority of use of the facilities of Fountaingate Christian Assembly shall be for its ministries, programs and activities and its affiliated associations.
2. All activities of all users of the facility of Fountaingate Christian Assembly shall not conflict with the purposes and beliefs of our church and its Statement of Faith.
3. The use of the church for a funeral is subject to availability.
4. The use of the church facility for a wedding will be permitted on a mutually acceptable date where a wedding adheres to the definition of marriage in the Statement of Faith of our church as being only between one man and one woman. All officiating ministers or marriage commissioners must be approved by the senior pastor to be theologically in agreement with our Statement of Faith. All marriages performed in our church must give evidence of participating in pre-marital counselling. Candelabras/candles and linen for the guest book/register table will not be provided.
5. All neutral activities such as birthday parties, anniversaries or wedding receptions will be considered based on availability at the standard fee. They must be in agreement in word and practice with our charitable purposes and the FCA Statement Of Faith.
6. All for-profit activities will be considered on an availability status not prior to 6 weeks ahead and at the standard fee.
7. Government activities, such as blood donor clinics or polling station will be permitted if they do not conflict with a church event.
8. There will be no serving of alcohol, use of firearms or weapons or dances permitted. There is to be no smoking inside the premises.
9. The use of confetti or rice is prohibited in or around the building.
10. Extreme sports activities must be disclosed before any rental agreement is signed. Then the appropriate insurance coverage must be obtained and submitted.
11. A designated security supervisor must be present at all times or satisfactory arrangements for security made with the church ahead of time.
12. All electronic equipment owned by FCA must be operated by our Church's qualified technician. That technician will be supplied for you at the posted rate per hour. On request, a screen, an overhead projector or a TV/VCR/DVD can be provided. Any changes to this part of the policy must be included in the signed agreement.
13. No equipment or property may be removed from the church without the church office and/or the kitchen supervisor's permission and approval.
14. Each user group and renter is responsible for the behavior of their own guests and participants. Only guide dogs are permitted. Please respect all landscaping. Any damage done to the church or church property by guests and participants will be the responsibility of the renter.
15. All renters will arrange for their own food and beverages (no alcohol).
16. All rental users will be required to arrange for and provide proof of appropriate liability insurance to use this facility in the minimum amount of \$2 million. Liability waiver certificates are not sufficient and will not be accepted. **This is not open to negotiation.**

# Rental Agreement Policy for Fountaingate Christian Assembly

## Facility and Equipment Use:

1. The kitchen must be supervised by a person with food safety knowledge.
2. All damage or broken items must be reported to the church office. No holes are to be made in any walls to hang items.
3. The standard of cleanliness is to be returned to the condition you found it in or better.
4. All garbage must be removed and put into the appropriate bins.
5. All linens (tablecloths, dish towels, hand towels) are to be laundered and returned by the end of the next business day. The security deposit will not be returned until all linens are returned, cleaned and pressed as needed. You may also decide for our church to do the cleaning for a nominal charge.
6. No food and beverages may be served in areas not approved ahead of time.
7. All tables and chairs must be cleaned up and put away after the event.
8. Church owned sports equipment may only be used if arranged and approved and then returned to there appropriate storage places.
9. Moving of any accessories (plants, equipment, cross et.) must be approved prior to the event.
10. Candles are only permitted if they are paradise candles or with metal holders that protect from fire and/or wax spray under them. Battery operated candles are preferred.
11. It is agreed that all lights are to be turned off and all doors are locked when the function is completed. Decorations must be removed immediately after wedding ceremonies.

## Disclaimers:

1. Rental by any group means that the group endorses the beliefs and practices of the church (i.e. - Marriage/Divorce/Remarriage Policy) and will not by any means challenge those beliefs in a court of law.
2. If information provided in the rental agreement is found not to be accurate, the event may be cancelled without notice or while in progress with no refund.
3. The insurance policy of Fountaingate Christian Assembly does not cover liability for rental groups, their guests or participants.
4. Any personal information obtained in this rental agreement will be kept in a safe and secure place.
5. Fee Structure: Based upon a 4 hour period, plus a two hour set up time. Longer periods of time will be negotiable.

## Cancellation Policy:

If the facility user cancels more than two weeks prior to start date: Full Refund

If the facility user cancels less than two weeks from start date: 50% Refund

If the facility user cancels within 2 days of or after use has begun – No Refund

# **Rental Agreement Policy for Fountaingate Christian Assembly**

## **Rental Charges:**

### **1. FCA members/adherents (see point 2 under Prioritizing Facility Use) by Donation**

#### **2. Other Charitable Organizations and Community Use:**

Sanctuary	\$ 150.00
Kitchen only	\$ 50.00
Meeting Room	\$ 50.00
Meeting Room & Kitchen	\$ 75.00
Custodian/Janitor/Set up	\$ 50.00
Sound technician	\$ 60.00
Outside grounds	\$ 60.00

#### **3. For Profit Facility Use:**

Sanctuary	\$ 200.00
Kitchen only	\$ 65.00
Meeting Room	\$ 65.00
Meeting Room and Kitchen	\$ 90.00
Custodian/Janitor/Set up	\$ 60.00
Sound technician	\$ 60.00
Outside Grounds	\$ 70.00

A security deposit of will be agreed upon and prepaid at the time of the booking. This deposit will be returned within two weeks following use provided that linens are returned in acceptable condition and there is no damage to the building or equipment.

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Name of user/agency/organization: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Event start time: \_\_\_\_\_

Purpose of the Use: \_\_\_\_\_

Set up time (when doors need to be unlocked): \_\_\_\_\_ Type of set up \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
City \_\_\_\_\_ Day Time phone: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

Facility rooms requested: \_\_\_\_\_  
Equipment Req:  Tables #\_\_  chairs #\_\_  TV/VCR/DVD  Sound  Projector/screen

Personnel supplied by church: (i.e. - custodian; sound) \_\_\_\_\_

Name agreed to by the church to run its electronic equipment (i.e - Sound) \_\_\_\_\_

## User agreement:

I/We agree to...

1. Pay the posted security deposit at time of booking unless otherwise agreed to be forfeited. This deposit will be returned within two weeks following use provided that linens are returned in acceptable condition and there is no damage to the building or equipment.
2. Provide the certification of Insurance required by the day of the event. Failure to provide insurance will result in cancellation of use of facility without any further notice.
3. Pay the rental fees by the date of the event.
4. Be responsible for all setting up and cleaning up as per regulations listed and supervised by the Church staff if a custodian is not requested.
4. Take responsibility for actions of all guests and participants using the facility and keep to the area requested.
5. Have read and agree to abide by the facilities use guidelines.
6. That the information provided is accurate and true.

\*\*\*\*\*  
Signing means you agree with this rental policy: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

Deposit received: \_\_\_\_\_ Cash \_\_\_\_\_ Cheque \_\_\_\_\_

Amount owing: \_\_\_\_\_ by (date) \_\_\_\_\_

Placed on Church Calendar \_\_\_\_\_