

# GRACE UNITED CHURCH

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## SHORT TERM RENTAL AGREEMENT - SANCTUARY

**Rental Date:**

**Name of Group:**

**Address:**

**Rental Fee:** \$135.00 /hour

**COVID-19 Cleaning Fee:** \$50.00

**Contact Person:**

**Phone:**

**Email:**

**Type of Event:**

**Start Time of Event:**

**End Time of Event:**

**Frequency of Event:**

Note: Should the rental exceed the time stated by 30 minutes or more, you will be charged for an additional hour.

**# Chairs:**

**# Tables:**

**Special Set up Needs:**

*The renter agrees to abide by the conditions set out in Grace Terms of Use Agreement. The renter understands that Grace United Church is not responsible for lost or stolen articles and/or injuries incurred, and that the renter is responsible for damages incurred.*

**Signed:** X \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please note the building will be opened (15 minutes before your event) and closed by a member of Grace United Church during this time of COVID - 19**

## **TERMS OF USE AGREEMENT - SANCTUARY**

### **Grace United Church Protocol during COVID-19 Pandemic**

#### **Renters Must:**

1. NOT exceed capacity as directed by government regulations and size of space being used. Currently **40 seats** with 2 metre spatial distancing, this may be subject to change depending on the chair configuration.
2. Have a **Safety Plan**, a sample template will be sent with this agreement
3. Where entry will be via the lobby, the lobby is an entry/exit area only while transitioning to the rental space and there should be NO congregating in the lobby in order to maintain a safe 2 metre distance
4. If children are being dropped off to attend a program, leaders will be required to greet and return children at the doors of the building and parents will NOT be allowed to wait anywhere inside the building.
5. **Communicate expected practices ahead of time** to people entering:
  - i. Follow all local, provincial and federal COVID-19 protocols
  - ii. Before leaving home self-assess for fever, cough, shortness of breath, sore throat, loss of taste or smell, generally feeling unwell
  - iii. Stay home if symptomatic.
  - iv. Clean hands on entry and exit
  - v. Wear a mask at all times when in the building
  - vi. Stagger entry to maintain 2 metre distance
  - vii. Follow traffic flow directions on floor
  - viii. Practice respiratory etiquette (cough or sneeze into elbow or a tissue)
  - ix. Maintain 2 metre distance at all times
  - x. Seating will be arranged ahead of the event with appropriate 2 metre spatial distancing
  - xi. Do NOT relocate chairs
  - xii. Plan ahead to reduce the need for washroom use. Washroom entry is 1 person only to maintain 2 metre distance
  - xiii. A record of attendance must be completed by the Facilitator and kept for potential contact tracing by Public Health.
  - xiv. NO shared food or drink – bring your own if necessary
  - xv. Do NOT use the kitchenette
  - xvi. Do NOT linger anywhere on church property to socialize
  - xvii. Communicate with the church office by email or phone ONLY
  - xviii. Do NOT access the church office

#### **References:**

1. [Government of Ontario. COVID-19 Re-Opening Ontario](#)
2. [United Church of Canada. Re-Opening Churches During COVID-19](#)

## All rentals

1. The renter, if a corporation, is responsible for obtaining \$5 Million in liability insurance. The renter, if a non-corporation, is responsible for obtaining \$2 Million in liability insurance. Proof of this will need to be provided to the office before an agreement is finalized.
2. Signed Rental Agreements, Certificate of Insurance and payments are due at 14 days **prior** to the event.
3. Grace United Church has made every attempt to ensure the safety of building users by stipulating usage and cleaning guideline responsibilities, as laid out in this contract. Grace United Church is not responsible for ensuring that these guidelines are adhered to by the user groups. It is the responsibility of individuals and groups using the premises to follow the guidelines, as outlined in their user agreement.
4. Renters are reminded that there are often renters using the space immediately following their time allocation and are asked to leave in a timely manner.
5. The renter is fully responsible for any and all damage to church facilities. In some cases, Grace may ask the renter for a damage deposit. Renters are to leave the premises in the same condition as when they arrived.
6. Groups using the sanctuary will remain sensitive to the fact that it is a consecrated space.
7. Grace is a busy place—several groups may be using various parts of the building at the same time, please be considerate of noise levels.
8. Grace is a **nut free and scent sensitive environment**. Please help us be an inviting space for everyone.
9. We do NOT allow alcohol or permit smoking/vaping on the premises.
10. We do NOT permit gambling, including bingo or raffles. Activities involving fundraising, even by non-Grace groups, must be in keeping with Grace's Fundraising Policies. Please see church office for details.
11. We permit physical activities that do NOT require equipment such as aerobics, dance, tai chi, yoga, etc. We do NOT permit any contact sports or sports requiring any equipment such as soccer, floor hockey or basketball.
12. All groups must be out of the building by 10:30 p.m. unless the renter has made special arrangements with the church office.
13. Grace will try to give as much notice as possible regarding their facility needs. However, in the event that the church requires a certain room for a funeral or for a special congregational activity, renters will be asked to reschedule their function.

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Name

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Date

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Signature

In case of emergency please contact:

1. Bob England: mobile (905) 467-7814, residence (905) 319-0021
2. Kathryn Munn: mobile (905) 464-1917, residence (905) 335-3907
3. Ross Stephen: mobile (905) 320-5594, residence (905)335-2099
4. Garry MacDonald: mobile (905) 599-6922, residence (905)336-2238

Grace United Church Property Committee