GRACE UNITED CHURCH

2111 Walkers Line
Burlington ON L7M 0Z2
Phone 905-335-0090
Email: office@GraceUnitedChurchBurlington.com
www.GraceUnitedChurchBurlington.com

2021 LONG TERM RENTAL AGREEMENT - SANCTUARY

Rental Date:

Name of Group:

Address:

Rental Fee: $135.00 /hour

COVID-19 Cleaning Fee: $50.00 per rental session (see Terms of Use Agreement for details)

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.

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:*_____

I agree to perform the required cleaning protocol as outlined in the Terms of Use Agreement in order to waive the COVID-19 cleaning fee

*Signed: X*_____ *Date:*_____

TERMS OF USE AGREEMENT - SANCTUARY

Grace United Church Protocol during COVID-19 Pandemic

Renters Must:

1. The Capacity for each space will be the **LESSER OF:**
    i. the capacity set by the church for space (40) or
    ii. capacity as directed by Provincial government regulations
    iii. **UNDER NO CIRCUMSTANCE IS THIS CAPCITY TO BE EXCEEDED**. The Facilitator will be responsible for enforcing this rule. It is the requirement of the Facilitator to be up to date on these Provincial regulations.
2. Have a **Safety Plan**, a sample template will be sent with this agreement.
3. Renters will be charged a daily COVID-19 cleaning fee unless they agree to do a cleaning protocol following each session. The renter will be required to sign off after each session to verify that this cleaning took place. This cleaning will be of all high touch surfaces that may have been touched during each session. Grace United Church will supply the cleaning products. See attached for Cleaning Protocols for the Sanctuary.
4. You and your participants are required to enter and exit the building using the west door only. The front doors of the church are to be locked at all times until further notice. The lobby area is NOT to be used.
5. 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.
6. **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-meter distance
    vii. Practice respiratory etiquette (cough or sneeze into elbow or a tissue)
    viii. Maintain 2-meter distance at all times
    ix. Seating will be arranged ahead of the event with appropriate 2-meter spatial distancing.
    x. Plan ahead to reduce the need for washroom use. Washroom entry is 1 person only to maintain 2-meter distance
    xi. A record of attendance must be completed by the Facilitator and kept for potential contact tracing by Public Health. These will be stored in the church office, please leave in the mail slot outside of the church office after your session is over.
    xii. The coat room is closed, all personal belongings must be stored safely and not placed on common surfaces such as tables or countertops.
    xiii. NO shared food or drink – bring your own if necessary
    xiv. Do NOT use the kitchenette
    xv. Do NOT linger anywhere on church property to socialize
    xvi. Communicate with the church office by email or phone ONLY
    xvii. Do NOT access the church office

References:

1. Ontario Government COVID-19 Colour Coded Response Framework
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 payment are due 30 days prior to the rental. Upon receipt of these items a key will then be signed out.
3. Monthly rental cheques are due on the first of the month.
4. 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.**
5. 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.
6. 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.
7. Groups using the sanctuary will remain sensitive to the fact that it is a consecrated space.
8. 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.
9. Grace is a **nut free and scent sensitive environment**. Please help us be an inviting space for everyone.
10. We do NOT allow alcohol or permit smoking/vaping on the premises.
11. 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.
12. 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.
13. All groups must be out of the building by 10:30 p.m. unless the renter has made special arrangements with the church office.
14. 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.
15. Long-term rental agreements will have a three-month probationary period, and then will be reviewed before renewal. Renewals of rental agreements will be at the discretion of Grace United Church Property Committee.
16. Grace United Church is NOT responsible for any equipment or items stored by renters on the premises.
17. All long-term renters must give at least 4 weeks' notice before termination of their agreement.

_____
Name

_____
Date

_____
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
3. Ross Stephen: mobile (905) 320-5594, residence (905)335-2099
4. Garry MacDonald: mobile (905) 599-6922, residence (905)336-2238

Sanctuary Cleaning Protocols

West door Entrance

☐ Door handles / automatic door buttons

☐ Light switches

☐ Hand sanitizer bottles / dispensers

Sanctuary:

☐ Door handles

☐ Light switches

☐ Hand sanitizer bottles / dispensers

☐ Counters

☐ Chairs (metal parts) / pews

☐ Tables (if used)

☐ Garbage receptacles

Date & time of Cleaning: DD / MM / YY _____

Print Name: _____

Signature: _____

KEY HOLDER SIGN OUT SHEET

Key Holder Name:

Group:

Key Issued Date:

Key type _____ Key #_____

I understand if the keys issued to me are lost or stolen, I agree to pay a $50.00, per key, replacement cost. This amount is payable to Grace United Church.

_____ _____

Print Name Signature

Contact Information:

Home Address:

Home phone:

Cell phone:

Email:

KEY RETURN DATE:

Grace United Church Property Committee
2111 Walkers Line, Burlington, ON L7M 0Z2
905 335-0090