



Rental Information Package

Maple Ridge Christian Reformed Church
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USE/RENTAL OF THE CHURCH FACILITIES

I. Use of the facilities and equipment:

- A. All persons or groups making use of the facilities of The Christian Reformed Church of Maple Ridge, B.C. (the "Church") shall be charged according to the fees stated in the rental agreement documents or as set out below.
- B. Arrangements for use of the Church's facilities are to be made by contacting the Church's Administrative Assistant at least two (2) weeks prior to the date required. All use may be subject to approval of the Church's Council.
- C. Church related activities, funerals, and special kingdom causes are free of charge as determined by the Church's Administrative Assistant in consultation with the Operations Board. Note: please refer to the Funeral Policy if the rental is for a funeral.
- D. The sound system may only be operated by an authorized person from the Church. Our Sound Operators are private contractors who may not always be available to provide service at rental events. If a Sound Operator is not available for your event you will need to obtain approval from the Administrative Assistant for any system you will be providing. The fees for Sound Operators are \$75 for an event held in the sanctuary and \$110 for an event held in the fellowship hall. If the event is a wedding the sound operator will also attend the wedding rehearsal for up to one hour for no additional charge. There is a charge of \$50 for any other rehearsal a sound operator attends or for a wedding rehearsal going beyond one hour.
- E. Additional rental fees may also be required for rehearsals and/or practices as will be decided by the Church's Administrative Assistant.
- F. Janitor charges are in addition to the rental fee and vary depending on the type and length of the activity. The janitor charge is generally \$25 per hour with a \$75 minimum and a \$150 maximum charge. Specific fees are charged for the following activities instead of the general fee:
 - If the activity is a wedding the charge is a straight \$75 for a ceremony only and \$150 if there is also a reception.
 - If the activity is a funeral there is no charge if the funeral is held during the janitor's regular work hours, otherwise there is a straight \$75 fee.The janitor fee may also be waived for members of the church holding family functions if the member becomes responsible for cleaning and locking the building (a handout detailing cleaning to be done will be provided to you).
- G. All Church related activities override the use of the facilities by renters. The Church reserves the right to pre-empt any function for unforeseen Church activities that cannot be rescheduled. In such an event the Church will make every effort to accommodate the function to the best of its ability.
- H. The use of the church facilities for wedding ceremonies and/or receptions must be approved by the Council of the Church prior to the facilities being rented. Those wishing to use the Church facilities as part of their wedding plan will be referred to the Senior Pastor to discuss and determine the necessary prerequisites. In the case of rentals for wedding ceremonies and/or

receptions, the Church has a policy in which it is recognized that marriage is an institution ordained by God. Marriage is a covenant relationship established by mutual vows between a man and a woman united by God. The Church provides that all clergy under our employ whose credentials we hold recognize marriage as an institution ordained by God, a covenant relationship between one man and one woman.

- I. Seasonal church decorations may **not** be removed without permission. If permission is given, they may only be removed by church staff to ensure that they are removed, stored and replaced properly and in a timely manner. A fee will normally be charged for this service.
- J. All payments for the use of the facilities must be made at the time of the application. All cancellation of events must be received by the Church Administrative Assistant at least two (2) weeks prior to the engagement date in order to obtain a full refund. If the Church has incurred any specific costs in respect of a rental which is cancelled the costs will be deducted from any fee refunded.
- K. **A damage deposit** will be included in the total cost. The deposit will be refunded after the event, provided that no extra costs have been incurred. Extra costs will include amounts paid for cleaning if we determine that the facilities are not properly cleaned by the renter (a handout detailing cleaning to be done will be provided to you). If the sound operator's time exceeds the contracted times additional fees will also be deducted from the damage deposit.
- L. The Church's Administrative Assistant will decide if a key will be issued to the applicant or whether a representative of the church will open and close the building. If a key is to be issued it shall be picked up the last office day before the event and returned on the next office day after the event. The persons or group using the Church's facilities are responsible for turning off the lights and if a key is issued, locking all doors when leaving.
- M. The use of the kitchen and any equipment of the church must be specifically approved by the Church's Administrative Assistant. No equipment may be removed from the facility without the express permission of the Church's Administrative Assistant.

II. General Conditions:

- A. The consumption of alcohol is restricted to the serving of wine at weddings, anniversaries and like events. It is the responsibility of the applicant to obtain and display a permit if required.
- B. Smoking is not permitted on the premises.
- C. Gambling is not permitted on the premises.
- D. Persons or groups using the Church's facilities assume full responsibility for the proper supervision of any activities they conduct on the premises and are solely responsible for any claims for personal injury and or damages to the facilities or equipment arising as a result of their improper supervision or for any other reason.
- E. The applicant agrees to indemnify the Church against all manner of claims and actions arising from the use of the facility by the applicant. The Church is not responsible for the loss or theft of personal effects or equipment of the applicants or for the personal injury of any person attending on the invitation of the applicant.
- F. The Church, in its sole discretion, may require the applicant, and when such is the case the applicant hereby agrees, to provide the Church with a certificate of insurance for the event or function to be held by the applicant on the premises of the Church on the date of the rental. The Church's insurance does not extend to cover a renter. The renter should ensure they have their own insurance coverage even if the Church does not request a certificate of insurance.
- G. Saturday evening functions will not always be permitted. If permitted, the premises must be vacated by 11:00 PM.
- H. Tables and chairs are to be put back in their original places, unless otherwise advised.
- I. **No refreshments are to be consumed in the foyer, the sanctuary or any carpeted room (the only exception is the Activity room).**
- J. **FIRE MARSHALL REGULATIONS:** Parking is only allowed in the marked parking spaces in front of and behind the church. Parking is not allowed in the driveway.
- K. The Church reserves the right to refuse the use of the facilities and is under no obligation to give reasons for such refusal.
- L. The Church reserves the right, through its representatives, to close any function for failure to observe proper conduct or failure to comply with any of these provisions.
- M. Rental use of the facilities of the Church by associations or organizations in no way implies endorsement by the Church of either the association or organization or of the events conducted in the rented facilities. Announcements or promotional materials may not create the impression of sponsorship or official link to the event or function held in the Church's facilities.

III. Wedding Policy:

Approval of marriages to be performed in our facilities and use of the facilities for marriages and/or receptions rests with the church council. The senior Pastor is delegated to approve or deny such requests on behalf of council, subject to any item Council wishes to review.

Church facilities are rented only in accordance with the confessions, doctrines and objects of the Church. Church rentals are at the discretion of the Council of the Church. The church limits the use of the church facilities to church approved programs and purposes that are consistent with the church's beliefs.

IV. Facts & Figures:

1. Worship Centre seats 225 people. Centre aisle is app. 60 feet long and 6 feet wide with chairs on each side of the center.

a. Instruments in the Worship Centre may not be moved.

2. Fellowship Hall holds app. 150 seated at tables. The Fellowship Hall is equipped with 11 round tables (each will seat 8 people), 11 rectangular tables (seats 8 people), and app. 175 chairs.

3. The Activity Room can accommodate app. 40 people seated at tables. (This does not include seating at 'built in' booths).

4. Handicapped--wheelchairs can be accommodated at any entrance of the building. A restroom near the north entrance is equipped for the handicapped. Handicapped parking is available.

5. All church and kitchen equipment must remain in the church.

a. Technical equipment available includes Worship Centre sound system, organ and piano which may only be used by approved persons, for use in the church only.

For further inquiries contact
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