

## **APPLEWOOD UNITED CHURCH CHURCH USE - RENTAL GUIDELINES & RATES**

All use of church facilities must be reserved in advance through the Office Administrator and is subject to prior bookings. All Applewood congregational events take priority, and the church reserves the right to cancel a rental agreement or reschedule a previously-booked event. Should a scheduling conflict arise, Applewood United Church will strive to give all parties as much advanced notice as possible.

### **CONDITIONS TO BE OBSERVED BY ALL GROUPS:**

1. No alcoholic beverages of any kind may be served or allowed on church property.
2. Children must be accompanied into the church building by an adult and remain in the care of supervising adult(s) at all times while on church property.
3. There is to be no smoking anywhere within the church building. A receptacle is available outside the front entrance for cigarette butts. Please extinguish all cigarettes responsibly.
4. Any special requests (e.g. use of chairs, tables, piano, equipment, coffee urns, etc.) must be made at the time of application. Any requests received after this time may not be accommodated.
5. Set up and take down of tables, chairs and any other special requirements will be done by the Building Superintendent at an additional charge (see "Rental Rates").
6. Kitchen facilities are not to be used for any food preparation involving the use of oil or grease.
7. Kitchen facilities must be left in the condition in which they were found.
8. No rental is to begin before 7:30 a.m. or extend beyond 10:30 p.m.
9. The church parking lot is for use by all groups, tenants and staff and cannot be reserved for exclusive use by any one tenant or group (however, the church reserves the right to exclusive use of the parking lot for congregational events including weddings and funerals). All groups are expected to respect designated staff and handicapped parking spaces at all times. The front entrance driveway/fire & emergency route is for drop-off and pick-up of passengers only and is not to be used as parking. Additional parking is available at the Applewood Village Plaza, just south of the church. (Those using this courtesy lot are expected to obey all parking regulations of the plaza.) Parking is prohibited on Stanfield Road, and there is one-hour limited parking on McIntosh Crescent.
10. A separate deposit cheque for \$50 (to cover damage and other problems) is due at the time of application. This deposit is not included in the rental fee and will be returned to the applicant after the rental date, provided there is no damage to Applewood facilities or property, at the discretion of the Administration Committee.
11. The applicant must complete, sign and return to the church the Rental Application Form (available from the Office Administrator and online at [www.applewoodunited.ca](http://www.applewoodunited.ca)). All applications are considered on an individual basis by the Administration Committee (and, in some cases, by the Executive Committee). Applications are considered booked only when written approval by the Administration and/or Executive Committee is obtained and the Church Office has booked the event into the church schedule. Once the application has been approved, the applicant will be informed via a copy of the rental agreement.

12. Fees, as listed in "Rental Rates", are non-negotiable and apply to all users and tenants of the church. Applewood United Church is prohibited by law from offering discounted "member rates".
13. Payment in full must be made to the Church Office before the date of the event. Cash or cheques are accepted, payable to *Applewood United Church*. The church cannot accept post-dated cheques. Cheques returned NSF will result in immediate cancellation of the rental agreement.
14. The church reserves the right to obtain a copy of the applicant's current Certificate of Insurance.

**RENTAL RATES:**

**Applewood United Church Committees/Groups:** NO CHARGE (Donations accepted)  
**Local and District Cubs, Guides, Beavers, Scouts & Venturers Groups:** NO CHARGE (Donations accepted)

**OTHER GROUPS (One-time casual) - CHARGE PER DAY/USE:**

Room	Fee	Approx. Dimensions	Max. Persons Capacity
AUDITORIUM	\$200	37' W x 60' L	210
KITCHEN	\$ 70	15' W x 16' L	8
PARLOUR	\$ 50	25' W x 30' L	50
FRIENDSHIP ROOM	\$ 50	20' W x 30' L	25
BOARDROOM	\$ 50	16' W x 21' L	15
SANCTUARY	\$200	50' W x 100' L	250

**Other Fees:** (\* if deemed necessary by Applewood United Church)

BUILDING SUPERINTENDENT \$ 16 per hour set up / take down (1 hour minimum)  
 \$100 to remain on premises during event \*  
 AUDIOVISUAL TECHNICIAN \$ 50 \*  
 TRAFFIC CONTROLLER \$ 50 \*

**Notes:**

- A separate \$50 refundable deposit is due at the time of application and is not included in the fees listed above (see #10, overleaf).
- Applewood United Church cannot accept post-dated cheques.
- Chairs, tables, overhead projector and/or screen, or other items are church property and must not be taken off the premises. Applewood United Church does not rent out the above-listed items.
- Applewood United Church does not supply tablecloths.