

**PROPERTY RENTAL CONTRACT**  
**BETHEL CHURCH**  
*(to be completed 4 weeks prior to event)*

314 Johnson Street, Kingston, ON K7L 1Y7 | 613-542-2990 | keribethelkingston.com

**PART 1 – CONTACT INFORMATION**

Sponsor *(all outside groups must have a Bethel Member sponsor their event/ take responsibility)*: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requesting the use of the building for the following purpose (include as much detailed event information as possible):

\_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Type: \_\_\_\_\_ Expected number of participants: \_\_\_\_\_

Proof of Liability Insurance (outside groups must provide proof of insurance with the contract) \_\_\_\_\_

**ROOMS REQUIRED:**

For Wedding: See next page list

AREA/ROOM	HALF DAY FEE (4 HRS)	FULL DAY FEE (8 HRS)	AMOUNT
Youth Room	\$20.00	\$40.00	
Upper Room w/Kitchen	\$40.00	\$75.00	
Waumba Land Room	\$15.00	\$25.00	
Nursery	\$20.00	\$40.00	
Gym	\$70.00	\$90.00	
Kitchen	\$30.00	\$50.00	
UpStreet Room	\$20.00	\$40.00	
International Room	\$20.00	\$40.00	
Sanctuary *	\$75.00	\$100.00	

Sanctuary \* excludes use of technical equipment (projector, sound board) & removal of stage equipment.

**Wedding:** NOTE: ALL WEDDINGS AND RELATED EVENTS MUST BE APPROVED BY THE PASTOR

Room/Services	Fee	Amount
Sanctuary use for ceremony*	FREE	-----
Custodian Fee (paid directly to custodian)	\$100	
Reception Fee (new gym)	\$100	
Table Clothes	Round \$3.50 each Rectangular \$2.50 each	

- For weddings using the technical equipment: A Bethel sound volunteer must be contacted and hired to run the equipment during the duration of the event. The contact information can be provided by the office. An exact fee can be worked out between the couple and the volunteer.

**Grand Total: \$ \_\_\_\_\_**

***Total is due 1 week prior to event. Please make cheques out to Bethel Church.  
(please include group name/usage date on memo line)***

**Furnishing Required:**

Round Tables # per table \_\_\_\_\_ Rectangular Tables # per table \_\_\_\_\_

Chairs # per chair \_\_\_\_\_ Other: \_\_\_\_\_

PLEASE NOTE – when you rent any part of the church you will need to stay in that area as other areas of the church could also be in use for separate functions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## **PART 2 – Property Rental/Usage – Conditions for use**

Those who wish to use the church building for any activity are expected to follow the regulations as outlined below.

1. All events/activities must be supervised by a responsible adult (18 years of age or older). Group activities require an adult who will act as SPONSOR and accept responsibility for the actions of the group.
2. Proper respect for church property is mandatory. Repair or replacements costs for damaged or missing property will be billed to the user/sponsor, at the discretion of the Board of Deacons.
3. **Those using the church are responsible for the security of the church. Exterior doors are to be kept locked; use the doorbell buzzer or a door person to allow your group in and out. DO NOT EVER LEAVE THE DOORS UNLOCKED FOR ANY REASON, even though you are in the building. All doors must be secured/locked and all interior lights turned off before leaving.**
4. Use of the sanctuary instruments, audio system, audio-visual equipment and office equipment is NOT permitted.
5. The church building is to be left in the condition in which it was found. All decorations must be removed and all furniture/equipment/supplies are to be returned to their original locations.
6. No food or drink is permitted in the sanctuary, except for communion.
7. Smoking, gambling, illicit drugs and alcoholic beverages are NOT permitted in the church building.
8. No confetti, rice etc. is to be used inside the building.
9. Facility use is restricted to room and areas requested.
10. Groups must take away their own garbage at the end of their event. Garbage bags can be found underneath kitchen sinks.
11. It's understood that sometimes furniture or equipment may be moved, subject to the following conditions:
  - a. Anything moved must be put back at the end of the function, in the same place it was found
  - b. You may **not** (even temporarily) block exits of any kind with any equipment
  - c. Failure to comply with these rules will lead to cancellation of the contract and a refusal to host your group in the future.

***FAILURE TO COMPLY WITH ANY OF THESE RULES AND REGULATIONS  
WILL RESULT IN THE TERMINATION OF YOUR FACILITY USE.***

### **OTHER CONDITIONS/NOTES:**

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**I have read, and will comply with, the above conditions.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**FOR BETHEL MINISTRIES ONLY:**

\_\_\_ I have been issued a key which I will not copy or loan to anyone and will return it to Bethel’s Office Secretary on \_\_\_\_\_. Following each building use, I will ensure that the building is secure according to the requirements in PART 2 - The Property Rental/Usage – Conditions for Use.

**FOR ALL OTHER GROUPS:**

\_\_\_ I have provided a \$50 key deposit and have been issued a key which I will not copy or loan to anyone and will return it to Bethel’s Office Secretary on \_\_\_\_\_. Following each building use, I will ensure that the building is secure according to the requirements in PART 2 - The Property Rental/Usage – Conditions for Use.

\_\_\_ No church key issued. Other arrangements being made:

\_\_\_\_\_

<b>KEY ISSUED:</b>					
Main Entrance	___	Sanctuary Door	___	East Wing Door	___
Upper Room	___	Youth Room	___	UpStreet Room	___

I/we \_\_\_\_\_ agree to the intended purpose of Bethel Church “to love God passionately and serve others significantly” and to honour the Rules and Regulations outlined in Bethel’s Facility Use Policy and Procedures.

**I AGREE TO ACCEPT RESPONSIBILITY FOR THE CLEAN-UP AND SECURITY OF BETHEL CHURCH, AND I WILL ACCEPT FINANCIAL RESPONSIBILITY FOR ANY PROPERTY THAT IS DAMAGED OR DISAPPEARS DURING THIS USE.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_ Above request **APPROVED**

\_\_\_ Above request **NOT APPROVED**

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_