

Facility Rental Policy & Application Form

Effective July 1, 2018

Policy Purpose

To ensure Hampton Free Methodist Church (HFMC) facilities are well managed and used in ways that both glorify Jesus Christ and are consistent with our values and beliefs.

HFMC strives to build God's community in the Community of Hampton Village and the City of Saskatoon. As such, we want to make our facility available to the people not only of our church community, but also to the community at large.

General Policies

1. Facilities are available for rental Monday- Friday between 8:30am and 9:30pm, Saturday 8:30 am-7:00pm and Sunday 1:00pm-6:00pm. Some exceptions may be considered.
2. All set-up and take-down must take place within the specified rental time. There will be an additional \$25 charge for each ½ hour past the rental end time.
3. The leadership of HFMC reserves the right to refuse use of these premises for purposes which conflict with HFMC's values or applicable regulations.
4. HFMC staff will not be available during rental unless requested as part of the rental agreement
5. There is no access to or operation of the church lighting or sound equipment except by designated HFMC trained personnel. Prior arrangement for such persons is required as part of the rental agreement.
6. HFMC musical equipment (drums, piano, microphones, etc.) is for use only by HFMC staff and shall not be used or moved unless prior arrangements are made.
7. Alcohol or illegal drugs are strictly prohibited on the Church grounds or in the Church building.
8. There will be no smoking within the Church building. Smoking on Church grounds will only be in designated areas. All cigarette butts must be disposed of properly
9. Any Pastor invited to perform a wedding ceremony or funeral service must be approved by the Lead Pastor of HFMC. It is the Renter's responsibility to ensure financial arrangements (honorariums) are made directly with the officiating pastor.
10. HFMC is not responsible for loss or damage to personal items or vehicles.

Use and Care of Facilities

1. All rooms and other areas of the church not specified in the rental contract are off limits.
2. **If children are present, they must be under the proper supervision and confined to the rooms rented. Supervision is the responsibility of the renter.**
3. The Renter is responsible for setup of tables, chairs, decorations and other equipment.
4. The Renter is responsible for returning all tables, chairs, etc. to their original locations. All decorations must be removed. All garbage is to be placed in the designated area.
5. Rental of the kitchen includes use of counters sinks, refrigerators and microwave and coffee maker. The kitchen must be cleaned at the end of the event.
6. There will be no confetti, rice, or other similar material used in the church building.
7. Decorations must not cause damage to the church furniture, fixtures, walls or other surfaces in the church.
8. No Candles are permitted.
9. No food or beverages are allowed in the sanctuary.
10. If facilities are not left clean and orderly the damage deposit is forfeited.
11. Damage incurred by any member of the group attending will be the Renter's responsibility.

Fees

1. A reservation fee amounting to half of the rental fee will be required upon approval of the facility Reservation. This fee will go towards the total cost of renting the facility.
2. If the renter cancels the contract, HFMC reserves the right to withhold the reservation fee.
3. A damage deposit in the amount of \$200 is required for all events with the exception of funerals. A postdated cheque for the day of the event must be given upon contract signing. It will be returned by mail after 7 days if the facility is left in clean condition with no damage. If not, the damage deposit will be forfeited.
4. Rental fees are listed on the rental agreement for each room in the facility. All fees correspond to four (4) hour rental durations. For all-day rentals, the Rental fee will be double. Some exceptions may apply on a case-by-case basis.
5. The rental fee is due two (2) weeks before the event.
6. Some fees may be waived for HFMC members or other sponsored groups on a case-by-case basis. HFMC recommends that these groups consider making a donation.

Facility Reservation Sheet

Name of group: _____

Event: _____

Mailing Address: _____

Contact Person: _____ Work / Cell Phone: _____

Date of Event: _____ Time: _____ to _____

Requirements (please check all that apply):

Room	Rental Fee (4 hour)	Fees Required
Auditorium	\$200.00	
Multipurpose	Does not include setup	\$100.00
Kitchen	\$50	
Staff		
Sound Tech	Fee for use of HFMC sound tech (2 hr. minimum)	\$30.00/hr.
Additional Requirements – as described below		

Subtotal: _____

Damage Deposit: \$200

Total: _____

Reservation Fee is 1/2 of Total

Cash or cheque only

Additional Requirements (additional fees may apply)

By signing, I affirm that I have read and understood the terms above and agree to abide by this agreement.

 Renter's Signature

 HFMC Representative

 Renter's Name (Please Print)

 Date

For Office Use Only

Full or Reservation Fee	Remainder of Rental Fee	Damage Deposit	Deposit Returned
Paid: _____	Paid: _____	Paid: _____	Amount: _____
Date: _____	Date: _____	Date: _____	Date: _____