First United Church

435 21st Street West Owen Sound, ON
N4K 4E5

Phone: 519-376-1736
Email: office@firstunited-os.com

2026-2027 FACILITY RENTAL AGREEMENT

OUR VISION - Creating an open and welcoming community, led by the Love of God.

OUR MISSION - Sharing the life of Jesus, through story, music, prayer, and action, we will be changed by Love, healed by the Spirit, and strengthened by each other in all of creation.

OUR CORE VALUES ①Hospitality ②Seeking Spiritual Growth ③Kindness ④Meaningful Relationships ⑤Forgiveness ⑥Gratitude ⑦Worship ⑧Roots

This agreement is between the First United Church - Owen Sound and (group name):

Contact Name:

Contact Address: **Phone:**

Email Address:

Permission to Use:

For the Purpose of:

On (Dates – start/end) **From:** **To:**

On (Days – of week): **Total Days:**

Time of day Booked: **From:** **To:**

Key Holder - $50.00 Deposit

Agreed Fees for above facilities:

Insurance Coverage (Certificate must be provided prior to date booked – see Terms/Conditions for details):

BOOKINGS: When a designated area is reserved on an ongoing basis e.g. every Monday morning, this time and space are reserved for you and rent must be paid. Upon signing the rental agreement, dates must be provided for the duration of your rental. If you do not use a date agreed upon, you will be invoiced.

CANCELLATION: An unplanned cancellation due to a funeral or ordered closure of First United Church will not incur a charge.

PAYMENT: Rent will be charged accordingly based on agreement.
E-transfer email address is treasurer@firstunited-os.com
Please identify your group name in the message box.
Cheque payments, please make payable to First United Church

TERMS & CONDITIONS

- Dates that are identified in the agreement calendar by your group will be invoiced at the end of each month accordingly. If the church needs to cancel your booking due to an unplanned event (e.g., a funeral, ordered closure of church), your group will not be charged. This **does not apply** to weather-related cancellations, as those are at the discretion of each group.
- For programs involving youth under the age of 18, at least two adults must always be present throughout the rental period.
- People are **NOT TO USE ANY AREA NOT AGREED UPON** when bookings are made as others may be sharing the accommodation. All areas required must be booked prior to the event.
- Groups are responsible for making sure all furnishings, equipment, etc. are put back in their respective places; that all lights are turned OFF; and outside doors are locked when leaving the building.
- NO posting of signs without First United Church permission.
- NO SMOKING/ALCOHOLIC BEVERAGES ALLOWED anywhere in the building or parking lot.
- First United Church will not be held liable for any damage or loss of **your** belongings and/or **your** equipment.
- Any person, group or organization using the church facilities will be responsible for damage to church property and its contents.
- **Users must provide an insurance certificate proving liability (Bodily injury, and Property damage) coverage for $2 million minimum naming First United Church and the United Church of Canada as additional insured.** A copy of the certificate will be kept on file in the church office by the **Office Administrator.**
- As we have experienced damage to washrooms, group leaders are required to supervise children/youth washroom use. Please leave all areas as clean as you find them. The church does have the right to terminate rental agreements immediately for any damage that occurs.
- If you experience any difficulties or problems with other tenants, or notice recent physical damage to the facility, malfunctioning washroom fixtures, inoperable appliances, etc., please fill out an incident report. Blank reports are available at the church and may be returned to the church office mail slot.
- If concerns arise about your use of the facility, a written notice of these complaints will be provided to you as the Contact/Supervisor. Further use of the facility will be determined by the Chair of Property & Maintenance, the **Office Administrator** and Minister.
- Key Holder – If a key is provided to you for the use of the facility, a **$50.00 deposit** will be required at the time of finalizing the rental agreement. At the end of your booking and return of the key, you will be reimbursed the $50.00.
- E-transfer payments send to treasurer@firstunited-os.com @ & cheques are payable to “FIRST UNITED CHURCH”.

I have read and understand the above Terms and Conditions for my rental agreement with First United Church – Owen Sound.

Dated: _____ Dated: _____

Organization Authorized Signature: _____ First United Church Signature: _____