

Zion United Church

PO Box 370, 3415 Pleasant Valley Boulevard
Armstrong BC V0E 1B0

Rental Agreement Terms of Use

Section A: Purpose Statement

Zion United Church endorses providing a service and resource to the community by renting space to organizations which present a positive community image.

Section B: Availability

1. The accommodation needs of Zion United Church have priority.
2. Applications for use of church facilities must be directed to the Hall Co Ordinator who will determine the availability of church space for tenants. A calendar of Hall Bookings is posted in the Church Lounge and in the Hall. Please do not book the hall by writing on these calendars. Call the Hall Co Ordinator. Bookings made by writing on the calendar will not be considered booked. If a conflict arises the Hall Co Ordinator will be used to determine the resolution of the conflict.
3. All Bookings will be made in writing through the Hall Coordinator.

Section C: Use of Building Facilities and Equipment

1. Zion United is a wheelchair accessible building.
2. No church equipment of any kind will be loaned for off premise use.
3. Use of the hall does not include use of supplies or equipment unless arranged with Hall Co Ordinator.
4. Users will respect the arrangements made for use of the hall, limiting themselves to the actual time the hall is booked. (Please remember to book time for setting up and clean up).
5. Users of the Church facilities will leave them in the same condition as they found them by:
 - a. Sweeping the floors
 - b. Mopping up spills
 - c. Washing and putting away dishes
 - d. Cleaning up any garbage
 - e. Checking bathrooms
 - f. Ensuring lights are off (including basement lights)
 - g. Locking all doors
 - h. Reporting any damage that may have occurred

The Hall is not a storage facility. If you need storage, please discuss this with the Hall Co Ordinator when you book your times. Any materials stored will be left neatly, safely & unobtrusively. Please respect the belongings of others. The Church is Not responsible for lost, stolen, damaged or misplaced items.

Supervisors, leaders and members must know the location of the fire exits and telephone.

Section D: Rental Agreements

Zion reserves the right to terminate a rental agreement for noncompliance of this agreement.

Rental rates are determined by the Council of Zion Church and are subject to change at any time. Rates set out in the signed rental agreement will be honoured for the duration.

Renters will be held responsible for any damage they cause to the facility.

Under the discretion of the Hall Coordinator, Zion United Church reserves the right to charge a damage/cleaning deposit for an event.

The renter must contact the Hall Coordinator as soon as possible if the event is cancelled.

Use only the room rented or designated by the Hall Coordinator. If you wish to book additional space and different hours, please consult the Hall Co Ordinator well in advance of your event.

Section E: Insurance

Renters are required to provide a certificate of insurance including liability before they begin to use the space. The certificate of insurance should indicate that both Zion United Church and the United Church of Canada have been named as an Additional Insured on the user's policy.

Zion United Church is not responsible for the property of the renters and such property is not covered by the church insurance. Please ensure adequate property insurance is arranged for all goods belonging to your group.

Section F: General

Smoking is prohibited in the church and church hall.

Food and Beverages are NOT allowed in the Sanctuary.

Alcohol in the form of wine may be consumed in the hall for toasts with meals. A liquor license must be obtained and only 1 litre of wine per 4 adult guests is allowed.

Section G: Rental Rates: can be e-transferred to zionunitedarmstrongbc@gmail.com

Hall:	\$150.00 per day or \$25.00 per hour, minimum \$75.00
Hall & Kitchen:	\$200.00 per day or \$35.00 per hour, minimum \$105.00
Hall Kitchen only	\$100.00 per day (for non-commercial use only)
Sanctuary	\$150.00 plus \$50.00 custodial charge

In an Emergency you may contact:

Church Office: 250 546 9384 - Messages are forwarded automatically