

# Zion Baptist Church Facility Rental Application

2911 Sparks St  
Terrace BC V8G 2T4  
Phone: 250-638-1336 Email: zionbpch@telus.net

Date of Application: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_

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

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

Area(s) intended to use: \_\_\_\_\_

Equipment intended to use: \_\_\_\_\_

Date(s) intended to use: \_\_\_\_\_

Times of use: \_\_\_\_\_

Purpose of use: \_\_\_\_\_

*I (we) understand that during our use of Zion Baptist Church facilities and equipment, that I (we) will be responsible for any damage resulting from that use. Further, I (we) will be responsible to remove equipment &/or set up the rooms and be responsible to leave the building and equipment in similar state and place as originally found unless other arrangements have been made.*

*Request for additional services not agreed upon at the time of this rental application will be subject to applicable rental fees for those services. Fees for these services are due immediately upon approval. A \$20.00 late penalty will be applied to each service not book within 48 hours of the event.*

*All fees for the use of the facility are to be paid in full one week prior to the event. The damage deposit is to be paid at the time of booking.*

*If the event is cancelled with less than one week notice, the applicant will be required to pay any expenses incurred and the rest of the funds will be returned. The damage deposit will not be returned.*

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Position (if applicable)

Zion Baptist Church reserves the right to refuse use of all our property to anyone at any time at our discretion.

^PLEASE READ AND SIGN THE FOLLOWING CHURCH USE POLICY^

**FOR OFFICE USE ONLY**

Rental Fees (Per Day... Half Day  
Fees and Kitchen Rates also  
Available)

Date Approved: \_\_\_\_\_  
\_\_\_\_\_

Damage Deposit: (If Needed)	\$200	_____
Upper Floor	\$75	_____
Lower Floor	\$75	_____
Whole Building	\$150	_____
Other Rentals	TBD	_____

Approved By: \_\_\_\_\_  
\_\_\_\_\_

Keys:  Yes  No  
Code Given:  Yes  No  
Damage Deposit Returned:

TOTAL \_\_\_\_\_  
Paid

# Zion Baptist Church

## CHURCH USE POLICY

### Section 1A

#### Special Rental Agreement

I \_\_\_\_\_,  
do hereby agree to the following in addition to Zion Baptist Church regular rental agreement:

1. No utensils or dishes are to be removed from the Zion Baptist Church Kitchen. Steam trays are not available for usage.
2. Fridge availability will be in the 'Church's' fridge rather than the 'Soup Kitchen' fridge.
3. Kitchen must be left in the same condition it is found.
4. Floor must be washed following each usage.
5. Garbage must be removed each day.

#### **NOTE:**

In the event of a Church funeral or wedding that requires the church's facility, other arrangement will have to be made.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

# Zion Baptist Church

## CHURCH USE POLICY

### Rental Particulars

Those qualifying for use of our facilities must fill out an Application for Use of Zion Baptist Church form. This form must be completed and given to the Administrator.

All activities must conform to the church's testimony in the community, therefore the consumption of alcoholic beverages and or drugs, smoking in or around the facilities, and irreverent behavior will not be tolerated.

- Funerals and Weddings are to be officiated by a Zion Baptist Church staff only unless otherwise agreed upon by the Zion Baptist Church Board of Trustees.
- All bookings for use of the church facilities must be made through the Administration Office.
- Persons or organizations wishing to use the facilities do so at their own risk and will indemnify and save harmless Zion Baptist Church from all manner of actions, causes of action, suits, debts, demands, loses, costs, claims and demands what so ever arising either directly or indirectly as a result of the agreement. The Church reserves the right to request the User to purchase and maintain for the duration of the agreement general liability insurance acceptable to the Church, which, in any case shall be in an amount of no less than \$1,000,000.00 and provide a certificate of such insurance upon request.
- It is the responsibility of the User to ensure that the areas utilized and any equipment used by the User or their representative will be returned to the condition they were found in. Only those areas of the building specified in the rental agreement shall be used. All other parts of the building are strictly "**out of bounds**". Any costs incurred by the Church relevant to the use by the User of the defined areas and those area's which are not mentioned in this agreement are the responsibility and expense of the user.
- Fire exits must remain clear at all times.
- Only trained church personnel may operate production equipment.
- A person with a "Food Safe" certificate must be on site and supervising during any and all kitchen use if the event is open to the general public.
- No food or beverages in the Sanctuary.
- No confetti, rice, etc. is to be thrown in or near the facility.
- Decorations and displays must not cause damage to the Church's property or facility and must be removed at the conclusion of the event. All areas used must be restored to their original condition.
- Equipment and furniture must not be moved without prior approval.
- All rentals and the refusal to rent will be at the discretion of the Zion Baptist Church Board of Trustees.

I, \_\_\_\_\_ do hereby agree to the  
Zion Baptist Church Use Policy and will comply with all the foresaid policies.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_